



# HOME CARE ADMINISTRATOR CERTIFICATE PROGRAM ON-DEMAND REGISTRATION

## HCACP®

*3 Month Subscription: Available 24 hours a day, 7 days a week*

The goal of the Home Care Administrator Certificate Program (HCACP®) On-Demand is to provide a supportive learning environment for administrators and senior managers. The HCACP® will strengthen your competencies to position your organization for success and help you integrate the complexities of quality, compliance, financial management, and strategic performance. This program is designed to accommodate all sections of home care, from private pay to large home care agencies. There are two modules to choose from; Private Duty or Medicare Certified. Each participant will receive a comprehensive manual that is a must-have resource for years to come.

### Objectives:

- Identify key health care trends that will influence positioning strategies of your home care organization
- Integrate data management and analysis methods onto your performance improvement program
- Implement key financial management strategies to prepare and interpret financial documents and to understand the impact of current changes in health care
- Learn how to analyze case mix and ways to improve your agencies clinical and financial performance
- Understand leadership responsibilities in promoting a quality driven organization
- Integrate corporate compliance issues with clinical, financial and legal integrity of the organization

### Who Should Attend:

- Managers
- Senior Administrators
- DON's
- DOO's
- DPCS
- CEO's
- COO's
- CFO's
- Director of Training
- Directors of Operation Management
- Director of Business Development
- Director of Social Services
- Human Resources
- Office Managers
- Director Of Clinical Services
- Upper Level Management

## FACULTY

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Senior Manager  
BKD, LLP

Register

ON-LINE at [www.cahsah.org/educational\\_events/ondemand.asp](http://www.cahsah.org/educational_events/ondemand.asp)  
 FAX registration to: (916) 641-5881  
 PHONE in registration to: (916) 641-5795 ext. 113  
 MAIL registration to: CAHSAH@  
 3780 Rosin Court, Suite 190, Sacramento, CA 95834

Online  
Access &  
Instructions

Submission of the signed course syllabus is required prior to the start of your online access. Once CAHSAH has received your signed agreement an email confirmation will be sent containing access instructions (i.e., username, password, and link). If you do not receive a confirmation email within 48 hours of submitting your signed course syllabus, please contact the CAHSAH registrar at 916-641-5795 ext. 113 or [registrar@cahsah.org](mailto:registrar@cahsah.org). Program materials will be shipped to the address provided during registration. The course can be accessed 24 hours a day, seven days a week from any device that has internet connection.

Subscriptions  
&  
Extensions

**You have a total of THREE (3) months to view each program.** This program is designed to be completed within the designated subscription length. However, we understand that circumstances arise that may prevent timely completion. If additional time is required to complete your program, extensions can be purchased in two week increments for \$100 each. Extensions must be requested in writing to the CAHSAH registrar prior to your original program expiration date. There cannot be any lapse in enrollment between original subscription and extensions. No exceptions will be made to this policy.

Continuing  
Education  
Units

Continuing Education hours will be provided to participants who view the 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 eighteen (18) contact hours of continuing education. A request for Certificate of Completion along with an evaluation form must be sent to CAHSAH once program has been completed. Please allow 1-2 weeks for your certificate to arrive.

Cancellation  
Policy

**No cancellations or refunds will be issued once user login information has been sent.** Unfortunately, due to the online format of this program we are unable to offer exceptions to this policy. It is recommended that each registrant review the course content prior to submitting payment to ensure the content meets individual educational needs.

Rate Schedule	Members	Non-Members	Total
	\$775	\$1,050	\$ _____
<b>Total Due</b>			<b>\$ _____</b>

Register **two or more** people online and receive  
**\$50 OFF** each registrant.  
*Applies to online registrations only.*

**PLEASE NOTE:** Registration fees are per person for a single log-in.  
 Log-in information cannot be shared.

**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!

\_\_\_\_\_  
Company Name

\_\_\_\_\_  
Attendee Name & Title RN# (optional)

\_\_\_\_\_  
Company Mailing Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Phone Fax

\_\_\_\_\_  
Email Address (for confirmation & receipts)

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

**PAYMENT TYPE:**  
 Check (payable to CAHSAH)     Visa     MC     AmEx

\_\_\_\_\_  
Credit Card Number Exp. Date

\_\_\_\_\_  
CC Billing Address City/State Zip

\_\_\_\_\_  
Cardholder Name (print clearly)