



HOME CARE MANAGER CERTIFICATE PROGRAM ON-DEMAND REGISTRATION

HCMCP®

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

The goal of the Home Care Manager Certificate Program HCMCP® On-Demand is to provide attendees with the core management business operating principles and competencies to successfully and effectively operate a home care organization. This program is entirely online through our CAHSAH Portal.

The Home Care Manager Certificate Program HCMCP® is an interactive and intensive educational program, providing leading edge management concepts and skills that are critical for home care managers to know and understand. This program was 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. This program was designed to improve your leadership skills, learn the fundamentals of budgeting, marketing, financial management, the PPS system, compliance, regulatory and human resources of entry level home care managers.

PROGRAM GOALS

- Develop leadership and organizational management skills
- Learn the secrets to marketing your agency
- Understand the regulatory process (all home care agencies)
- Learn the fundamentals of financial management and budgeting
- Understand human resource practices and employment law

MEDICARE CERTIFIED BREAK OUT SESSIONS:

- Understand regulatory guidelines and business practices
- Learn the financial management under PPS process

PRIVATE DUTY/HOME CARE AIDE BREAK OUT SESSIONS:

- Understand regulations for Home Care Aide and Licensed agencies
- Learn the financial management & marketing process for Home Care Aide and Licensed agencies

FACULTY

Mary Lou Connolly, RN, MS
Consultant
McCoy & Connolly Consulting, Inc.

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Owner
Synergy Executive Education

Register

ON-LINE at 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. 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) for up to twenty-one (21) 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.

Choose program(s) of your choice:

- HCMCP® - Medicare Certified Track
 HCMCP® - Private Duty Track

Rate Schedule	Members	Non-Members	Total
	\$775	\$1,050	\$ _____
Total Due			\$ _____

STEP 1: FILL IN ATTENDEE INFORMATION

ALL FIELDS REQUIRED

Company Name _____

Phone _____ Fax _____

Company Mailing Address _____

City _____ State _____ Zip _____

Attendee #1 Name _____

Attendee #1 Email Address _____

Attendee #2 Name _____

Attendee #2 Email Address _____

SPECIAL OFFER: Register two or more people online and receive \$25 off each registrant. *Applies to online registrations only.*

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!

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

Credit Card Number _____

CC Exp. Date _____ CC Billing Zip _____