

Start Up Program: Private Duty

From Vision to Reality

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

The Start-Up Program: Private Duty On-Demand 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. 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 develop timeline for launch 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

Business Resources

- Know the web-based, written material, and consultant resources that are available for start-ups such as: CAHSAH Start-up Manual
- Be aware of the materials, resources, and personnel to create effective billing, budget, and other financial systems/ processes
- Recognize the facility, financial, time, and personnel requirements to start-up a private duty agency
- Define criteria to choose an appropriate medical record and information system

Staffing: Building your team

- Define administrative and clinical staffing needs and focus on strategies to secure THE BEST staff
- Define the best uses of consultants and other resource personnel

Referrals

- Create systems to develop and track referral resources
- Compliance & Regulations
- Know what they don't know and must learn about regulations and compliance

Who Should Attend?

- Anyone considering the purchase or Start-Up of 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

Brittnei Salerno, President/CEO
La Jolla Nurses Homecare

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 SIX (6) 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 twelve (12) 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
START-UP CONFERENCE: PRIVATE DUTY ON-DEMAND	\$545	\$740	\$ _____
Total Due			\$ _____

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)