

## Location Information

### Louisiana Program

Hotel Monteleone, 214 Royal Street, New Orleans, LA 70130  
Phone: (504) 523-3341

For reservations call: (800) 217-2033

Ask for the "California Association for Health Services at Home" special room rate of \$169 Single/Double (plus tax). Reservation deadline is January 29, 2008.

### Hawaii Program

Waikiki Beach Resort & Spa, 2552 Kalakaua Avenue, Honolulu, HI 96815  
Phone: (808) 922-6611

For reservations call: (800) 367-5370

Ask for the CAHSAH special room rate of \$199 Single (plus tax).  
Reservation deadline is June 30, 2008.

### Florida Program

Sheraton Suites Cypress Creek, 555 N.W. 62nd Street, Ft. Lauderdale, FL 33309  
Phone: (954) 772-5400

For reservations call: (888) 627-8250

Ask for the CAHSAH special room rate of \$159 Single/Double (plus tax).  
Reservation deadline is September 17, 2008.

Please NOTE: After reservation deadline date, rooms are on a space availability basis only.

## Program Schedule

(Registration begins at 7:00am on the first day)

First day	8:00am – 4:00pm
Second day	8:00am – 4:00pm
Third day	8:00am – 4:30pm

Registration fee includes admission, program materials and daily lunch.

**PLEASE MAKE TRAVEL ARRANGEMENTS TO ARRIVE BEFORE 8 A.M. ON DAY ONE AND LEAVE AFTER 4:30 P.M. ON DAY THREE. ALLOW 2 HOURS FOR AIRPORT DEPARTURES (NO FLIGHTS BEFORE 6 P.M.) EXCEPTIONS ARE NOT PERMITTED FOR LATE ARRIVALS/EARLY DEPARTURES FOR CEU's or HCA EXAM.**

## CEU's and CHA Exam

Provider approved by the California Board of Registered Nursing (Provider #CEP 2463) for up to 18 contact hours, and by the California Board of Behavioral Sciences (Provider #PCE 588) for up to 18 contact hours. Please verify with your state's licensing body that credit offered by this provider is accepted in your state. **Certificates of Attendance will be provided for participants who attend the program in its entirety. Participants who pass the Hospice Certification Exam will receive a Certified Hospice Administrator's certificate.**

## How to Register

- |   |  |
|---|--|
| 1) <b>ON-LINE</b> with your credit card at<br>www.cahsah.org  | 3) <b>FAX</b> your registration to:<br>916-641-5881            |
| 2) <b>MAIL</b> your registration to:<br>CAHSAH<br>3780 Rosin Court, Suite 190<br>Sacramento, CA 95834 | 4) <b>PHONE</b> in your registration to:<br>916-641-5795 x 113 |

**Questions?** Contact CAHSAH at (916) 641-5795 ext. 117 or rstarks@cahsah.org

## Future Programs

To receive future information on CAHSAH's Programs, please fill out the following:

Full Name (print): \_\_\_\_\_ Email: \_\_\_\_\_

**How did you hear about this program? (please circle)**

Mail   Fax   Email   Website   Colleague   Workshop   Board/Regional Council meeting

Other: \_\_\_\_\_

Thank you for your continuous support!

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CAHSAH  
3780 Rosin Court, Suite 190  
Sacramento, CA 95834  
www.cahsah.org




## 2008 Basic Administrator Certificate Programs

### Hospice Administrator Certificate Program

February 20-22, 2008 – Louisiana  
Hotel Monteleone, 214 Royal Street, New Orleans, LA 70130  
Phone: (504) 523-3341

Supported by: 

July 22-24, 2008 – Hawaii  
Waikiki Beach Resort & Spa, 2552 Kalakaua Avenue, Honolulu, HI 96815  
Phone: (808) 922-6611

Supported by: 


### Home Care Administrator Certificate Program

July 23-25, 2008 – Hawaii  
Waikiki Beach Resort & Spa, 2552 Kalakaua Avenue, Honolulu, HI 96815  
Phone: (808) 922-6611

## 2008 Advanced Administrator Certificate Programs

### Advanced Hospice Administrator Certificate Program

October 8 – 10, 2008 – Florida  
Sheraton Suites Cypress Creek, 555 N.W. 62nd Street, Ft. Lauderdale, FL 33309  
Phone: (954) 772-5400

Supported by: 

### Advanced Home Care Administrator Certificate Program

October 9 – 11, 2008 – Florida  
Sheraton Suites Cypress Creek, 555 N.W. 62nd Street, Ft. Lauderdale, FL 33309  
Phone: (954) 772-5400

Presented by:

California Association for  
Health Services at Home

The Corridor Group, Inc.

National Association for  
Home Care & Hospice

## Hospice Administrator Certificate Program

The goal of the Hospice Administrator Certificate Program (HACP) is to advance the skills and knowledge base of hospice administrators so they may position their organizations to thrive in the rapidly changing health care environment. The three-day curriculum is designed to prepare beginning and intermediate-level hospice administrators for clinical, financial and strategic challenges. The program offers 18 hours of continuing education credits. Participants who pass the Certification Exam will receive the Certified Hospice Administrator's certificate.

Attending the HACP is a strategic investment for you and your hospice agency. Upon successful completion of the HACP, you will be able to:

- **Identify** and implement key strategic management principles to position your hospice for success.
- **Implement** key financial management strategies to prepare and interpret financial statements and to understand basic principles of the hospice cost report.
- **Understand** the importance of various accounting methods to improve hospice performance and position for success.
- **Understand** process improvement and related planning and implementation activities to improve your hospice organization's strategic position.
- **Integrate** quality requirements of Medicare certification & voluntary accreditation with hospice clinical operations and management information system needs.
- **Integrate** corporate compliance issues with clinical, financial and legal integrity of your hospice organization.

### Who Should Attend:

Senior administrators and managers including CEOs, CFOs, COOs, directors and other hospice senior level managers with less than three years experience as hospice administrator.

*Recommended: At least one year (less than three years) of Administrator experience*

## Advanced Hospice Administrator Certificate Program

The AHACP uses a case study approach, popular with business schools, to enhance the basic information you have learned in your current role, or perhaps while attending the introductory Hospice Administrator Certificate Program. Each day offers you opportunities to listen to an expert in strategic, financial, or legal issues, then move on to the actual implementation analysis of a particular topic. This engaging format allows for point/counter-point discussions with the expert speakers and your hospice colleagues throughout each day.

The three-day advanced curriculum is designed to move you upstream to a new level of understanding to go beyond the basics. The AHACP is a three module curriculum:

### 1. Advanced Hospice Strategic Positioning:

*Now You Know What To Do; How Do You Do It?*

### 2. Advanced Financial Management:

*Now You Have the Strategies; How Will You Finance Them?*

### 3. Advanced Legal Considerations:

*Now You Know Strategies and Financing; What are the Related Legal Issues?*

### Who Should Attend:

The Advanced Hospice Administrator Certificate Program is designed for administrators/senior managers with more than three years of hospice administrator experience, or who have attended the Hospice Administrator Certificate program and passed the post-test.

*Recommended: More than three years of Administrator experience in Hospice.*

## Home Care Administrator Certificate Program

The Home Care Administrator Certificate Program (HCACP) is an interactive, intensive educational program providing leading edge management concepts and skills that are critical for Medicare-certified home care managers and administrators to know.

Participating in the HCACP is an educational investment for you and your home care organization. Upon successful completion of the HCACP, you will be able to:

- **Understand** marketing principles and guidelines to assist with growth and program success.
- **Become** familiar with process improvement and related planning and implementation activities to improve operational efficiencies.
- **Realize** the importance of accounting methods to position your agency for success.
- **Learn** how to analyze case mix and ways to improve agency clinical and financial performance.

### Who Should Attend:

Senior administrators and managers including CEOs, CFOs, COOs, directors and other senior level managers with less than three years experience as home care administrator.

*Recommended: At least one year (less than three years) of Administrator experience*

## Advanced Home Care Administrator Certificate Program

The Advanced Home Care Administrator Certificate Program provides you with specific and concrete examples to strategically position your organization for growth and success. Learn from experts in strategic, financial, or legal issues, then move on to the actual implementation analysis of a particular topic. This case study approach will enhance the basic information you have learned in your current role, or perhaps while attending the introductory Home Care Administrator Certificate Program. Experience the point/counter-point discussions with your colleagues and expert speakers each day.

This advanced curriculum is designed to move you upstream to a higher level of understanding beyond the basics. The AHACP is a three module curriculum:

### 1. Advanced Home Care Strategic Positioning:

*Now You Know What To Do; How Do You Do It?*

### 2. Advanced Financial Management:

*Now You Have the Strategies; How Will You Finance Them?*

### 3. Advanced Legal Considerations:

*Now You Know Strategies and Financing; What are the Related Legal Issues?*

### Who Should Attend:

The Advanced Home Care Administrator Certificate Program is designed for administrators/senior managers with more than three years of home care administrator experience, or who have attended the Home Care Administrator Certificate program and passed the post-test.

*Recommended: More than three years of Administrator experience in Home Care.*

## Registration

<input type="checkbox"/> <b>Hospice - February</b>				
Feb 20-22, 2008 – New Orleans, LA	Rcvd by 1/18/08	Rcvd by 2/1/08	On-Site Space Permitting 2/20/08 – Only	Total
Member	\$700	\$750	\$800	_____
Non-Member	\$1,050	\$1,125	\$1,200	_____

<input type="checkbox"/> <b>Hospice - July</b>				
July 22-24, 2008 – Honolulu, HI	Rcvd by 6/16/08	Rcvd by 6/30/08	On-Site Space Permitting 7/23/08 – Only	Total
Member	\$700	\$750	\$800	_____
Non-Member	\$1,050	\$1,125	\$1,200	_____

<input type="checkbox"/> <b>Home Care - July</b>				
July 23-25, 2008 – Honolulu, HI	Rcvd by 6/16/08	Rcvd by 6/30/08	On-Site Space Permitting 7/23/08 – Only	Total
Member	\$700	\$750	\$800	_____
Non-Member	\$1,050	\$1,125	\$1,200	_____

<input type="checkbox"/> <b>Adv Hospice - October</b>				
Oct 8-10, 2008 The Sheraton Suites – Ft. Lauderdale, FL	Rcvd by 9/1/08	Rcvd by 9/15/08	On-Site Space Permitting 10/8/08 – Only	Total
Member	\$700	\$750	\$800	_____
Non-Member	\$1,050	\$1,125	\$1,200	_____

<input type="checkbox"/> <b>Adv Home Care - October</b>				
Oct 9-11, 2008 The Sheraton Suites – Ft. Lauderdale, FL	Rcvd by 9/1/08	Rcvd by 9/15/08	On-Site Space Permitting 10/9/08 – Only	Total
Member	\$700	\$750	\$800	_____
Non-Member	\$1,050	\$1,125	\$1,200	_____

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

Attendee Name & Title \_\_\_\_\_

RN# \_\_\_\_\_

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

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

Phone # \_\_\_\_\_

Fax # \_\_\_\_\_

Email Address \_\_\_\_\_

### Pre-payment is required

<b>Method of Payment:</b>	<input type="checkbox"/> Check (Payable to CAHSAH)
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard
	<input type="checkbox"/> American Express
Card Holder Name(print please)	
Billing Address	
Card#	Expiration Date
Signature	

**Cancellations:** A refund less a 20% administrative fee will be issued if written notice of cancellation is received by CAHSAH at least ten business days prior to the event. Cancellation notices must be received in writing. No refunds will be issued and no credit granted for cancellations within ten business days prior to the event or for no-shows. However, substitutions will be allowed. Should CAHSAH and TCG cancel the program, a full refund will be issued.