



Non-Medical Home Care Boot Camp Training Agenda

Day One

8:00 am - 8:30 am	Registration
9:00 am - 9:30 am	Introduction- John Dapello Sign-up sheets by State
	Section 1 The Process
	Section 2 Home Care Trends
9:30 am - 10:30 am	Section 3 Home Care 101 <ul style="list-style-type: none">✓ Choices and Options for Your Agency<ul style="list-style-type: none">➢ Companion Care➢ Personal Care✓ Who needs your services?✓ What can you provide?✓ License requirements✓ Staff requirements✓ Service supervision✓ Insurance
10:30 am - 10:45 am	BREAK
10:45 am - 12:15 pm	Section 4 CHAP – Teresa Harbour
12:15 pm - 1:00 pm	Lunch Break

1:15 pm - 2:30 pm

Section 5

Client Care

- ✓ Referral/Intake process
- ✓ Referral Sources
- ✓ Admission Process
- ✓ Consents
- ✓ Client rights and responsibilities
- ✓ Assessments
- ✓ Plan of Care/Service Plan
- ✓ Documentation of Care
- ✓ Medication Reminders/Assistance
- ✓ Communication
- ✓ Supervision documentation
- ✓ Creating a Record

2:30 pm - 2:45 pm

Break

2:45 pm - 5:00 pm

Section 6

Infection Control

- ✓ Hand washing
- ✓ Bag technique

Section 7

Quality Assurance

Section 8

- ✓ HIPAA
 - Regulations
 - Compliance
 - Privacy Notice
- ✓ Ethical issues

Section 9

- ✓ Policy Manuals
- ✓ Agency Materials

Section 10

Office Requirements



Day Two

8:30 am - 9:00 am **What I learned on Day One**

9:00 am - 10:30 am **Section 11 – John Dapello
Power of the People**

- ✓ Taking Ownership
- ✓ Business Beginnings
- ✓ Being the Boss
- ✓ Functions of Management
- ✓ Leadership
- ✓ Interviewing
- ✓ Hiring

10:30 am - 10:45 am **Break**

10:45 am - 12:00 pm **Section 12
Employment Protocol**

12:00 pm - 1:00 pm **Lunch Break**

1:00 pm - 2:30 pm **Section 13
ACHC**

2:30 pm - 2:45 pm **Break**

2:45 pm - 4:30 pm **Section 14
Billing Presentation**
Imark – Lynn Labarta



Day Three

8:30 am - 9:00 am	What I learned on Day Two
9:00 am - 11:00 am	Section 15 – John Dapello Motivational Video <ul style="list-style-type: none"> ✓ Business Development <ul style="list-style-type: none"> ➤ Branding ➤ Marketing ➤ Financial Records ✓ Keys to great customer service
11:00 am -11:15 am	Break
11:15 am - 12:00am	Section 16 Franchise Business Opportunities- Lori McCauley Revolutionizing the Franchising World <ul style="list-style-type: none"> ✓ The Franchise Industry's only all-inclusive 8 Business Model Home Care Opportunity
12:00 pm - 1:00 pm	Lunch Break
1:00 pm - 2:45 pm	Section 17 Making a Connection w/Local Marketing – Michael McAniff <ul style="list-style-type: none"> ✓ A Basic Overview of your Digital & Traditional Marketing Strategy
2:45 pm – 3:00 pm	Break
3:00 pm - 4:00 pm	Section 18 Alora Home Health Software – <ul style="list-style-type: none"> ✓ What you need to know when choosing software
4:00 pm - 5:00 pm	Section 19 Provider Enrollment Services – Rosalind Bull



Day Four

8:30 am - 9:00 am	What I learned on Day Three
9:00 am – 10:00 am	Personal Files
10:00 am – 10:15 am	Break
10:15 am - 10:45 am	Section 21 AVCC Presentation
10:45 am - 11:15pm	Section 22 Financial Considerations Accounting – Doug Walters, CPA
11:15 pm – 12:00 pm	Insurance ✓ Provider's Insurance - Kevin Byrne
12:00 pm – 1:00 pm	Lunch
1:00 pm to 2:00 pm	Section 24 Online Marketing Persona – UJAT ✓ Company Website Development ✓ Search Engine Optimization Presentation
2:00 pm – 2:30 pm	Questions & Answers
	So Long..... Farewell Safe Travels Home