

Texas HCSSA Administrator & Alternate Administrator Educational Training



Home Care Information Network and Texas Association for Home Care & Hospice

Online Training From



This order form is for those who desire to fax orders to HCIN instead of ordering online.

FAX ORDER FORM

Secure Fax: 414-921-4423

ORDER INSTRUCTIONS: [1] Tell us WHO is to receive training. Only ONE INDIVIDUAL registration per order form.

Please print your order information clearly.

- Complete another order guide for each additional registration.
- [2] Tell us HOW payment for this registration will be made. Course fees are per individual.
- [3] Tell us WHAT training programs you require.
 - Indicate your choices with an "X" on the Master Program List.
- [4] Fax this order form and the Master Program List with your selections to 414-921-4423.
 - You will receive an order confirmation by email.

Individual Registration for Administrator or Alternate Education - register only one [1] person per form.

Personal Info

First Name: _____ Last Name: _____
 Personal Address: _____
 City: _____ St: _____ Zip: _____
 Personal Phone: _____ Is this your: Home Cell [Check One]
 Personal E-mail: _____

Agency Info

Agency Name: _____
 Agency Address: _____
 City: _____ St: _____ Zip: _____
 Agency Phone: _____ Fax: _____
 Your E-mail @ Agency: _____

PAYMENT

<input type="checkbox"/> Visa	Card Number	<input style="width: 100%;" type="text"/>	Total Charges:
<input type="checkbox"/> MasterCard	Expires MO	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> YR <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>
<input type="checkbox"/> American Express	Name on Card:	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Check Enclosed	Cardholders Email:	<input style="width: 100%;" type="text"/>	

Make Checks Payable to: Home Care Information Network - **Mail to:** HCIN, 114 S Ankeny Blvd, Su B, Ankeny, IA 50023

Only credit card orders are accepted for immediate activation.

Credit Card charges are processed by PayPal and appear on credit card statement as HCIN or HOMECAREINFONETWORK. Credit card holders will receive a sales receipt by email. Credit card orders will not be processed without cardholder email.

If you need to make other payment arrangements, please contact us at 515-964-4260 or 877-881-5653. Orders submitted by fax or mail are processed on the business day they are received. Following credit card verification, we will send an acknowledgement e-mail containing the registrants personal access code for the online courses to the e-mail address(es) listed for the agency and/or personal email.
 ➤ This is our primary method of acknowledging your order - please make sure the e-mail address(es) entered are accurate and clearly legible. <
 The acknowledgment e-mail will be sent from vieweraccess@homecareinformation.net - please make certain that your spam filter does not block this communication by adding this email address to your safe-senders list. If you do not receive your acknowledgement e-mail within 24 hours check your junk or spam mailbox first, then contact us by phone 515-964-4260 or 877-881-5653 or email at info@homecareinformation.net.

www.tahceducationonline.org

www.homecareinformation.net

Online Education from the Texas Association for Home Care & Hospice and the Home Care Information Network

HOME CARE INFORMATION NETWORK and TEXAS ASSOCIATION for HOME CARE & HOSPICE

MASTER PROGRAM LIST for Texas HCSSA Administrator & Alternate Administrator Educational Training



Don't have time to choose from our list of À LA CARTE programs?
 Just choose training packages on this page, each assembled by TAHC&H and HCIN
 to save you time and comply with TX HCSSA regulation § 97.259.

Registrant's Name: _____

Place an "X" in the boxes next to your selections and **FAX** your order to **414 - 921 - 4423**

	PKG	Package Name & Description	Presenter	HCSSA Admin Hrs	Contact Hrs Nursing	Price
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↓ INITIAL - PHASE ONE TRAINING PACKAGES

<input type="checkbox"/>	PH1	INITIAL - PHASE ONE CURRICULUM , 8 Hrs of programs addressing TX §97.259 (c) for New Administrators/Alternates; includes six (6) PGMs: 486, 671, 672, 674, 811, 1350.	Various	8.00	5.10	\$240.00
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↓ INITIAL - PHASE TWO TRAINING PACKAGES

<input type="checkbox"/>	PH2A	INITIAL - PHASE TWO GENERAL CURRICULUM, SUITABLE FOR ALL PROVIDER TYPES. 16.45 Hrs of programs addressing TX §97.259 (d) for New Administrators/Alternates; includes sixteen (16) PGMs: 395, 466, 468, 1581 & 402, 680, 719, 732, 734, 735, 736, 737, 1351, 1352, 1353, 1582.	Various	16.45	3.35	\$493.50
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<input type="checkbox"/>	PH2B	INITIAL - PHASE TWO HOSPICE CURRICULUM, SUITABLE FOR HOSPICE PROVIDER TYPES. 16.05 Hrs of programs addressing TX §97.259 (d) for New Administrators/Alternates; includes fifteen (15) PGMs: 395, 466, 468, 772, 1581 & 732, 734, 735, 736, 737, 1351, 1353, 1355, 1356, 1582.	Various	16.05	3.35	\$481.50
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<input type="checkbox"/>	PH2C	INITIAL - PHASE TWO PVT DUTY/PVT PAY CURRICULUM, SUITABLE FOR PVT DUTY/PVT PAY PROVIDER TYPES. 16.15 Hrs of programs addressing TX §97.259 (d) for New Administrators/Alternates; includes sixteen (16) PGMs: 395, 466, 468, 1581 & 680, 720, 732, 738, 739, 740, 741, 742, 748, 1353, 1580, 1582.	Various	16.15	3.35	\$484.50
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<input type="checkbox"/>	PH2D	INITIAL - PHASE TWO MEDICARE CERTIFIED HHA CURRICULUM, SUITABLE FOR MEDICARE CHHA PROVIDER TYPES. 16.45 Hrs of programs addressing TX §97.259 (d) for New Administrators/Alternates; includes thirteen (13) PGMs: 395, 466, 468, 715, 1581 & 732, 1353, 1518, 1520, 1521, 1582, 1583, 1584.	Various	16.45	4.15	\$493.50
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For program descriptions refer to hcin.securestreamingstore.com



TOTAL PRICE OF SELECTED PACKAGES: \$

Need Assistance? Contact HCIN at 1-515-964-4260 or 1-877-881-5653 Email: info@homecareinformation.net

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Personal Info

First Name: _____ Last Name: _____
 Personal Address: _____
 City: _____ St: _____ Zip: _____
 Personal Phone: _____ Is this your: Home Cell [Check One]
 Personal E-mail: _____

Agency Info

Agency Name: _____
 Agency Address: _____
 City: _____ St: _____ Zip: _____
 Agency Phone: _____ Fax: _____
 Your E-mail @ Agency: _____

PAYMENT

<input type="checkbox"/> Visa	Card Number	<input style="width: 100%;" type="text"/>	Total Charges:
<input type="checkbox"/> MasterCard	Expires MO	<input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/> YR <input style="width: 20px;" type="text"/> <input style="width: 20px;" type="text"/>	\$ <input style="width: 60px;" type="text"/>
<input type="checkbox"/> American Express	Name on Card:	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/> Check Enclosed	Cardholders Email:	<input style="width: 100%;" type="text"/>	

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 ➤ This is our primary method of acknowledging your order - please make sure the e-mail address(es) entered are accurate and clearly legible. <
 The acknowledgment e-mail will be sent from vieweraccess@homecareinformation.net - please make certain that your spam filter does not block this communication by adding this email address to your safe-senders list. If you do not receive your acknowledgement e-mail within 24 hours check your junk or spam mailbox first, then contact us by phone 515-964-4260 or 877-881-5653 or email at info@homecareinformation.net.

HOME CARE INFORMATION NETWORK and TEXAS ASSOCIATION for HOME CARE & HOSPICE

MASTER PROGRAM LIST for Texas HCSSA Administrator & Alternate Administrator Educational Training



All programs without regulatory references may be used to meet the topic requirement of § 97.259 (d) (4) agency responsibilities.

All À LA CARTE programs listed meet requirements of § 97.260 for continuing education.

Place an "X" in the boxes next to your selections and **FAX** your order to **414 - 921 - 4423**

↓	PGM	Program Name	Presenter	HCSSA Admin Hrs	Contact Hrs Nursing	Price	Where listed, meets topic requirement of § 97.259:
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↓ À LA CARTE PROGRAMS - Pick the Programs You Want and Need

<input type="checkbox"/>	390	Sailing Through Treacherous Waters: Fraud And Abuse	Ethics / Fraud & Abuse	Selman-Holman	1.00	1.00	\$ 30.00	(d) 1
<input type="checkbox"/>	395	Infection Control and OSHA	Occupational Safety & Health	K. Wilson	1.00	1.00	\$ 30.00	(d) 8
<input type="checkbox"/>	396	Agency Responsibilities in Budgeting /Financial Issues	Financial	Dusek	1.00	1.00	\$ 30.00	
<input type="checkbox"/>	398	Recruiting, Maintaining and Motivating Today's Employee	Human Resource	Cooley	1.60	1.60	\$ 48.00	
<input type="checkbox"/>	402	Growing your Home Care Business	Home Care Business	Salmons	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	466	Staying Safe: Design a Blueprint for Compliance & Avoiding Fraud	Ethics / Fraud & Abuse	Dombi	1.20	N/A	\$ 36.00	(d) 1
<input type="checkbox"/>	468	Administrator Training ; Initial Training Requirements	Regulatory	Hammon	0.75	0.75	\$ 22.50	(d) 2, 3, 5 , 7, & 8
<input type="checkbox"/>	485	Special Delivery: Delivering Pediatrics in Your Agency	Pediatrics	Smith/Kovar	1.50	1.50	\$ 45.00	
<input type="checkbox"/>	486	Lost in Translation: Converting Licensure Rules Into Compliance Success	Regulatory	Hammon	1.50	1.50	\$ 45.00	(c) 1
<input type="checkbox"/>	488	Emergency Preparedness : Are You Really Prepared?	Emergency Preparedness	Dionne-Vahalik	1.50	1.50	\$ 45.00	(d) 6
<input type="checkbox"/>	490	Risk Management 101: Protecting Yourself and the Patient	Risk Management	Norman	1.30	N/A	\$ 39.00	
<input type="checkbox"/>	671	QAPI - Basic Texas Requirements	Regulatory	Hollers	1.00	1.00	\$ 30.00	(c) 1
<input type="checkbox"/>	672	Survey Strategies and Plans of Correction	Regulatory	Hollers	1.00	1.00	\$ 30.00	(c) 1
<input type="checkbox"/>	673	Strategic Planning and Managing Change	Home Care Business	Westrick	1.50	1.50	\$ 45.00	
<input type="checkbox"/>	674	Ethics in the Workplace	Ethics / Fraud & Abuse	Cooley	0.60	0.60	\$ 18.00	
<input type="checkbox"/>	680	Leadership and Ethics	Ethics / Fraud & Abuse	Westrick	0.50	0.50	\$ 15.00	
<input type="checkbox"/>	711	Home Care Practice: Key Concepts In Home Health Care	Orientation	Will/Krafft	1.20	1.20	\$ 36.00	
<input type="checkbox"/>	712	Home Care Practice: Medicare Conditions of Participation	Orientation	Will/Krafft	1.50	1.50	\$ 45.00	
<input type="checkbox"/>	713	Home Care Practice: Identifying & Delivering Skilled Care in a Home Setting	Orientation	Will/Krafft	1.00	1.00	\$ 30.00	
<input type="checkbox"/>	714	Home Care Practice: Documentation, A Critical Element of Quality Care	Orientation	Will/Krafft	0.80	0.80	\$ 24.00	
<input type="checkbox"/>	715	Home Care Practice : Comprehensive Assessment, OASIS and Outcomes	Orientation, OASIS	Will/Krafft	1.30	1.30	\$ 39.00	(d) 10
<input type="checkbox"/>	716	Home Care Practice: Successful Strategies for a Team Approach	Orientation	Will/Krafft	0.70	N/A	\$ 21.00	
<input type="checkbox"/>	719	Wage & Hour Law: Introduction to Wage and Hour	Human Resource	Gilliland	1.80	N/A	\$ 54.00	



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↓	PGM	Program Name		Presenter	HCSSA Admin Hrs	Contact Hrs Nursing	Price	Where listed, meets topic requirement of § 97.259:	
<input type="checkbox"/>	720	Wage & Hour Law: The Companionship Services Exemption		Human Resource	Gilliland	0.60	N/A	\$ 18.00	
<input type="checkbox"/>	721	Wage & Hour Law: White Collar Exemptions		Human Resource	Gilliland	1.30	N/A	\$ 39.00	
<input type="checkbox"/>	722	Wage & Hour Law: How Wage and Hour Laws Affect Personnel Policies		Human Resource	Gilliland	1.25	N/A	\$ 37.50	
<input type="checkbox"/>	723	Wage & Hour Law: Per-Visit Pay for Registered Nurses		Human Resource	Gilliland	0.60	N/A	\$ 18.00	
<input type="checkbox"/>	724	Wage & Hour Law: What Time Counts as Hours Worked		Human Resource	Gilliland	0.90	N/A	\$ 27.00	
<input type="checkbox"/>	725	Wage & Hour Law: Calculating an Employees Regular Rate		Human Resource	Gilliland	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	726	Ethical and Legal Practices in Home Care		Ethics / Fraud & Abuse	Tisher	1.10	N/A	\$ 33.00	
<input type="checkbox"/>	727	Top Techniques for Finding and Keeping Nurses in Home Health		Human Resource	Tweed	0.80	N/A	\$ 24.00	
<input type="checkbox"/>	731	Case Management: Strategies and Tools for Success		Clinical	Litwin	1.25	1.25	\$ 37.50	
<input type="checkbox"/>	732	Are You Managing SMART? Know How Your Agency is Doing at All Times		Home Care Business	Litwin	1.10	1.10	\$ 33.00	
<input type="checkbox"/>	733	Strategic Planning: Advanced Strategic Planning		Home Care Business	Tweed	1.10	N/A	\$ 33.00	
<input type="checkbox"/>	734	Strategic Planning: Assessing Current Reality		Home Care Business	Tweed	0.60	N/A	\$ 18.00	
<input type="checkbox"/>	735	Strategic Planning: Creating Competitive Advantage		Home Care Business	Tweed	0.90	N/A	\$ 27.00	
<input type="checkbox"/>	736	Strategic Planning: Goal Setting and Action Planning		Home Care Business	Tweed	0.80	N/A	\$ 24.00	
<input type="checkbox"/>	737	Strategic Planning: On a Clear Day You Can See Tomorrow		Home Care Business	Tweed	1.40	N/A	\$ 42.00	
<input type="checkbox"/>	738	Private Duty Business Development: Opportunities in Private Duty		Private Pay	Tweed	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	739	Private Duty Business Development: Strategic Planning in Private Duty		Private Pay	Tweed	1.10	N/A	\$ 33.00	
<input type="checkbox"/>	740	Marketing Private Duty Home Care		Private Pay	Tweed	1.35	N/A	\$ 40.50	
<input type="checkbox"/>	741	Sitting with The Customer: Selling Private Duty Home Care Services		Private Pay	Tweed	1.35	N/A	\$ 40.50	
<input type="checkbox"/>	742	22 Tips to Find and Keep Non-Medical Caregivers		Private Pay	Tweed	1.10	N/A	\$ 33.00	
<input type="checkbox"/>	746	Basic Sales Skills: Marketing & Sales Tactics to Generate Legendary Results		Sales&Marketing	Ferris	2.00	N/A	\$ 60.00	
<input type="checkbox"/>	747	Advanced Sales Skills: Essential Tactics to Generate Legendary Results		Sales&Marketing	Ferris	2.60	N/A	\$ 78.00	
<input type="checkbox"/>	748	Sales Management Skills: How to Lead a Sales Team to Legendary Results		Sales&Marketing	Ferris	1.10	N/A	\$ 33.00	
<input type="checkbox"/>	750	Fraud and Abuse: An Overview for Clinicians		Ethics / Fraud & Abuse	Markette	1.20	1.20	\$ 36.00	
<input type="checkbox"/>	759	Features of the Medicare Hospice Benefit		Hospice	H. Wilson	1.30	1.30	\$ 39.00	
<input type="checkbox"/>	772	Nutrition at End of Life		Hospice	Martin	0.50	0.50	\$ 15.00	(d) 9
<input type="checkbox"/>	811	Employment Issues and the Law		Human Resource	Dombi	1.00	1.00	\$ 30.00	(c) 2 (C, D, E & F)



All programs without regulatory references may be used to meet the topic requirement of § 97.259 (d) (4) agency responsibilities.

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↓	PGM	Program Name		Presenter	HCSSA Admin Hrs	Contact Hrs Nursing	Price	Where listed, meets topic requirement of § 97.259:
<input type="checkbox"/>	I350	HCSSA Regulatory Compliance for Administrators	Regulatory	Hammon	2.90	AF	\$ 87.00	(c) 1, (c) 2 (A-B) & (G)
<input type="checkbox"/>	I351	Enterprise Risk Management for Home Care & Hospice	Risk Management	Poblenz	1.30	AF	\$ 39.00	
<input type="checkbox"/>	I352	Making Your QAPI Program the "Swiffer Mop" for Your Business	Home Care Business	Spears	1.10	AF	\$ 33.00	
<input type="checkbox"/>	I353	How to Increase Referrals Without Increased Costs	Sales&Marketing	Ferris	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	I354	Financial Responsibilities of the Texas HCSSA Administrator	Financial	Berman	1.00	AF	\$ 30.00	
<input type="checkbox"/>	I355	Caring for Your Hospice Business - a Month in the Life of a Hospice Administrator	Hospice	Spears	2.00	AF	\$ 60.00	
<input type="checkbox"/>	I356	Preventive Care for Your Hospice	Hospice	McMinn	1.50	AF	\$ 45.00	
<input type="checkbox"/>	I395	OASIS-C: Between the Lines, Session 1	OASIS	Crawford	1.10	1.1	\$ 46.75	
<input type="checkbox"/>	I405	OASIS-C: Between the Lines, Session 2	OASIS	Crawford	1.60	1.6	\$ 68.00	
<input type="checkbox"/>	I406	OASIS-C: Between the Lines, Session 3	OASIS	Crawford	1.30	1.3	\$ 55.25	
<input type="checkbox"/>	I407	OASIS-C: Between the Lines, Session 4	OASIS	Crawford	1.10	1.1	\$ 46.75	
<input type="checkbox"/>	I409	OASIS-C: Between the Lines, Session 5	OASIS	Crawford	1.70	1.7	\$ 72.25	
<input type="checkbox"/>	I411	OASIS-C: Between the Lines, Session 6	OASIS	Crawford	1.40	1.4	\$ 59.50	
<input type="checkbox"/>	I514	Home Care's Trilogy: CAHPS, Quality and Customer Service	Regulatory	Ashe	1.25	AF	\$ 37.50	
<input type="checkbox"/>	I515	Principles of Palliative Medicine: Determining Eligibility Criteria and Progression of Non-Cancer Illnesses in Hospice Care	Hospice	Peralta	1.25	AF	\$ 37.50	
<input type="checkbox"/>	I516	Home Health Care Compliance in the Era of Reform	Regulatory	Brown	1.30	AF	\$ 39.00	
<input type="checkbox"/>	I517	Best Practices: Integration of Hospice Operation and Clinical Operations	Hospice	Markland	1.75	AF	\$ 52.50	
<input type="checkbox"/>	I518	RAC Scrutiny, Audit Findings from RAC-like Surveys	Home Care Business	Cisneros	1.50	AF	\$ 45.00	
<input type="checkbox"/>	I519	Tools for Constructing a Successful Medication Management Program	Clinical	Wheeler	1.50	AF	\$ 45.00	
<input type="checkbox"/>	I520	S.U.R.C.H. - A Utilization Program for Home Health	Home Care Business	Cisneros	1.50	AF	\$ 45.00	
<input type="checkbox"/>	I521	Outliers - Friend or Foe?	Home Care Business	Teenier	1.10	AF	\$ 33.00	
<input type="checkbox"/>	I541	Workplace Violence & Personal Safety in Homecare & Hospice	Occupational Safety & Health	Rosner	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	I542	Create A Workplace Violence Program for Your Agency	Occupational Safety & Health	Rosner	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	I543	Personal Safety for Homecare & Hospice: Working in High-Risk Areas	Occupational Safety & Health	Rosner	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	I552	ICD-9-CM HH Coding: Basics of Coding	Coding	Selman-Holman	1.90	1.90	\$ 57.00	
<input type="checkbox"/>	I553	ICD-9-CM HH Coding: OASIS-C Specific Requirements for Diagnosis & PPS	Coding	Selman-Holman	2.20	2.20	\$ 66.00	



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<input type="checkbox"/>	I554	2011 ICD-9-CM HH Coding Update	Coding	Selman-Holman	1.20	1.20	\$ 36.00	
<input type="checkbox"/>	I578	QAPI – The Winner’s Edge	Regulatory	Hollers	1.50	AF	\$ 45.00	
<input type="checkbox"/>	I579	Infection Control	Occupational Safety & Health	Long	1.00	N/A	\$ 30.00	(d) 8
<input type="checkbox"/>	I580	Managing Your Risk by Maintaining Client/Caregiver Boundaries	Risk Management	Pena	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	I581	Emergency Preparedness: Developing a “Plan That Will Stand”	Emergency Preparedness	P. Jones	1.00	AF	\$ 30.00	(d) 6
<input type="checkbox"/>	I582	Financial Reporting Overview	Financial	Peterson	1.00	N/A	\$ 30.00	
<input type="checkbox"/>	I583	Medicare Regulatory Issues	Regulatory	Hammon	2.00	AF	\$ 60.00	
<input type="checkbox"/>	I584	ZPICs: They’re Not Andy of Mayberry!	Regulatory	Kennedy/Terrell	2.00	AF	\$ 60.00	
<input type="checkbox"/>	I585	Hospice: Practical Solutions to Regulatory Change	Hospice	Spears	2.00	AF	\$ 60.00	

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 TOTAL HOURS SELECTED:

TOTAL PRICE OF SELECTED PROGRAMS: \$

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