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ADMINISTRATOR COURSE

September 1st - 3rd, 2009
Holiday Inn
Denton, Texas




FOUNDATION MANAGEMENT SERVICES
800.213.4732
www.fmscreativesolutions.com

Administrator/ Alternate Administrator Education Hour Requirements

A first-time administrator and alternate administrator of an agency must each complete a total of 24 clock hours of educational training in the administration of an agency before the end of the first 12 months after designation to the position. The first day of this conference covers the requirement that prior to designation a first-time administrator or alternate administrator must complete eight clock hours of educational training in the administration of an agency.

The initial eight clock hours must be completed during the 12 months immediately preceding the date of designation to the position. A first-time administrator and alternate administrator must complete an additional 16 clock hours of educational training before the end of the first 12 months after designation to the position. Any of the additional 16 clock hours may be completed prior to designation if completed during the 12 months immediately preceding the date of designation to the position. The second and third day of this conference fulfill 12 of these additional 16 hours.

20

**Earn up to 20 Contact/Clock
Hours for Attending all 3 Days**

8

**Administrator Course - Day 1
8 Clock Hours for
Administrators
Prior to Designation**

6

**Administrator Course - Day 2
6 Clock Hours for
Administrators
6 Contact Hours for Nurses**

6

**Administrator Course - Day 3
6 Clock Hours for
Administrators
6 Contact Hours for Nurses**



PO BOX 50006
Denton, TX 76206
1.800.213.4732
www.fmscreativesolutions.com

speakers

Rhonda Crawford, RN, CHCE, COS-C has been in home care since 1991 in a variety of roles including clinical, administrative, consulting, education and program development. Currently, she is a Senior Education Consultant for Foundation Management Services and provides regional clinical support to the home care agencies managed by FMS. Rhonda's expertise in converting broad concepts into practical processes and her informal, interactive presentations offer unique perspectives on OASIS and other home care documentation issues.

Mecca Trueblood, BFA, CHCE has been with FMS for 15 years and in the health care industry for nearly 21 years. She currently coordinates policy and regulatory updates, assists in developing procedures, and is the specialist for state licensure, Medicare certification and Medicaid applications. She is also a certified Home Care Administrator for Oklahoma.

DeAnn Briscoe, BSN RN is an Education Consultant for Foundation Management Services, Inc. She has worked in the home care industry for over 20 years. Her current responsibilities include the actual planning, development, implementation, and evaluation of continuing nursing education activities. DeAnn has developed and written many home health care educational programs and provides training for many Texas home health agencies.

Keith Warren, BS is the Director of Accounting for Foundation Management Services. He has a business degree in accounting and has worked with FMS for 8 years. Keith has over 15 years experience in accounting and is a member of the Home Health and Hospice Financial Managers Association.

agenda

Day 1: Basic Training (Pre-Designation Hours)

7:30-8:00 Registration
 8:00 - 10:30 OSHA
 10:30 - 10:45 Break
 10:45 - 12:00 Licensing Standards
 12:00 -1:00 Lunch
 1:00 - 1:45 Civil Rights
 1:45 - 2:45 ADA, Rehabilitation Act
 2:45 - 3:00 Break
 3:00 - 4:15 State Laws
 4:15 - 5:30 FMLA

Day 2: Duty Assignment

8:00-8:30 Registration
 8:30 - 9:15 Agency Responsibility
 9:15 - 10:15 Infection Control
 10:15 - 10:30 Break
 10:30 - 11:15 Fraud & Abuse
 11:15 - 12:00 Ethics
 12:00 - 1:00 Lunch
 1:00 - 2:00 Client Rights and Advanced Directives
 2:00 - 3:00 Emergency Preparedness
 3:00 - 3:15 Break
 3:15 - 4:00 Financial Track/ PPS

Day 3: Elite Training

8:00-8:30 Registration
 8:30 - 10:15 Overview of OASIS User Manual
 10:15 - 10:30 Break
 10:30 - 12:00 Focused Overview of Chapter 8 and the CMS Q&As
 Complaint Investigation and Resolution
 12:00 - 1:00 Lunch
 1:00 - 3:00 OASIS and PPS
 3:00 - 3:15 Break
 3:15 - 4:00 Outcome Measurement - QBQI and QBQM

Administrator Course Registration Form September 1-3, 2009

Please Print:

Name 1st attendee _____

Name 2nd attendee _____

Name 3rd attendee _____

Agency _____

Mailing Address _____

City/State/Zip _____

Phone _____

Fax _____

E-mail Address _____

Location:

Holiday Inn, 1434 Centre Place, Denton, TX 76205

Choose Your Days:

- All 3 Days (September 1-3, 2009)
- Day 1 Only (September 1, 2009)
- Day 2 Only (September 2, 2009)
- Day 3 Only (September 3, 2009)

\$199 Early Bird Pricing Per Person Per Day (ENDS 7/3/2009)

\$249 Per Person Per Day

\$229 Per Person Per Day for 3 or More From Same Agency

\$269 Per Person for Onsite Registration

\$650 Per Person for All 3 Days

Methods of Payment: Check enclosed, payable to: Foundation Management Services
 PO BOX 50006—Denton, TX 76206
 Fax 940-220-2114

Charge My: Visa MC Amex

Card # _____

Expiration Date _____ Amount _____

Name on Card _____

Signature _____

Cancellation Policy:
 \$50 administrative fee for ALL cancellations. No refund for cancellations within 24 hours of the workshop, credit voucher issued ONLY. Workshop no shows are NON-REFUNDABLE and WILL NOT be issued credit. Each workshop voucher can only be used once for the full amount towards another workshop.

location

Holiday Inn

1434 Centre Place
 Denton, TX 76205
 940.383.4100

Increase your skills and knowledge as a Home Care Administrator/Alternate! The education included in this workshop was designed to elevate your home care management abilities.

Continuing Education:

- Foundation Management Services, Inc. is an approved provider of continuing nursing education by the Texas Nurses Association, an accredited approver by the American Nurses Credentialing Center's Commission on Accreditation.
- This workshop meets continuing education requirements for Administrators and Alternates under the requirements of the Department of Aging and Disability Services (DADS).
- Approval as a provider refers only to the continuing education activity and does not imply the American Nurses Credentialing Center's Commission on Accreditation or Texas Nurses Association approval or endorsement of any commercial product.
- Earn contact hours upon the successful completion of this activity. The participant must attend the full offering to qualify for successful completion of the activity.
- Partial credit WILL NOT BE AWARDED.