



**Earn CE Credits by Attending Classes at
HOPE's Health Facility Administrator Course**

September 10 - October 26, 2018
Monday - Friday 9 a.m.-4:30 p.m.

Full Day Registration: Member \$105, Non-Member \$140
Half Day Registration (AM): Member \$45, Non-Member \$60
Half Day Registration (PM): Member \$60, Non-Member \$80

Earn 7 CE credits for each full day. One-day registrants will receive only the handouts for that day. If rules/regulations are to be reviewed, the attendee is expected to bring a copy of applicable rules/regulations.

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

FACILITY _____

PHONE _____

EMAIL _____

DATE/DATES OF
ATTENDANCE _____

AMOUNT ENCLOSED _____

Mail your payment to: **HOPE**
101 West Ohio Street
Suite 2000
Indianapolis, IN 46204

For More Information:
Contact HOPE at 812-470-8256 or email
bbartle@HoosierOwnersandProviders.org
tmiller@HoosierOwnersandProviders.org



Daily Syllabus

NOTE Some dates are omitted due to content N/A for a guest (e.g., testing, etc.)*

Content subject to change with little notice.

9/10/18	Pre-test of Healthcare Knowledge, RCA/HFA Licensure Process. Medical Terminology/ Nursing for Administration. Textbook pages 326-328. Introduction to Body Systems, Physiological Changes with Aging, Common Diagnoses	9/25/18	EEO, Wage and Hour, FMLA, Unemployment, Worker's Compensation
		9/26/18	Labor Law, Hiring and Interviewing, ADA, HIPAA
		9/27/18	Indiana State Rule Compilation, Infection Control: Indiana Communicable Disease Rule., Indiana Retail Food Establishment Rule
9/11/18	Rule 16.1- 1.1- Definitions which apply to both Residential & Comprehensive Facilities Residential Rules IAC 16.1-5 Reportable: Unusual Occurrences. Using the Gateway System.	10/8/18	Federal Regulations (see syllabus for details)
		10/9/18	Pre-Admission Screening/ASCEND/Level of Care Federal Regulations (see syllabus for details)
9/12/18	Advance Directives/Advance Careplanning, IN Health Care Consent Law, Ombudsman Program Residential Survey Process. How to Write a Plan of Correction (POC).	10/10/18	Medicaid/Medicare Federal Regulations (see syllabus for details)
		10/11/18	Federal Regulations (see syllabus for details)
9/13/18	Introduction to: Incontinence/Catheters, Pressure Ulcers, Dialysis Introduction to OSHA	10/16/18	MDS, RUGs, Quality Measures, 5 Star System Indiana State Rules (Variances from Federal Regulation) Rule 6/ Rule 7. Elder Justice Act. Corporate Compliance.
9/14/18	Practical Application Assignment- The student will be required to review residential survey citations and draft appropriate plans of correction for submission. The student will be provided varied scenarios considered as "reportable unusual occurrences" and shall draft the reports for submission.	10/17/18	Life Safety Code Survey/Emergency Preparedness Pre-Admission Screening/ASCEND
		10/18/18	Person Centered Care/Introduction to Collaboratives/QIO VBP Report Card System Payroll Based Journal
9/18/18	Leadership & Management (Theories) Mission/Vision Statement/Governing Body Introduction to Financial Terms/Management/Costs	10/23/18	Introduction to Basic Accounting
9/19/18	Respiratory Therapy/Oxygen Therapy Dementia/Alzheimer's/Understanding the Language of Behavior.	10/24/18	Introduction to Financial Reporting
9/20/18	Introduction to INALA (Indiana Assisted Living Association)/HCBS/MCD Waiver.	10/25/18	LTCSP (Long Term Care Survey Process)/Enforcement/Appendix Q
9/21/18	Physical Environment Intro to SMDA and CLIA.		