

# Personal Services Agency 101



**IAHHC Conference Room**

6320-G Rucker Road, Indianapolis, IN

**Sponsored by:**

**October 6-7, 2020**

**8:30 am - 4:30 pm Eastern**



*Private Duty ♦ Non-medical Home Care ♦ Attendant Care ♦ Companion/Homemaker Services*

Does your company provide any of these services? Are you looking to buy or start a home care company? If so, then PSA 101 is designed for you!

This two-day course will show you what it takes to get started with a legal, quality-focused Personal Services Agency. If you are not an IAHHC member, join now. Not only will you get the member rate for this program, but you will get advice, advocacy and member benefits to help make you successful.

**Presenters:**

**PSA Overview:** Evan Reinhardt · **Legal:** Robert Markette · **Finance:** Pauline True · **Marketing:** Emily Tisdale

**Program highlights:** *Best Practices ♦ Services ♦ Forms ♦ Policies ♦ Reimbursement ♦ Statute*

- ♦ Personal Services Agency intro
- ♦ Overview of a PSA
- ♦ How it fits into the continuum of care
- ♦ Licensure
  - ♦ Applying for a license
  - ♦ Requirements
- ♦ Documentation and Forms
- ♦ Waiver and CHOICE
  - ♦ What is it?
  - ♦ Application process
  - ♦ Requirements
  - ♦ Audits and appeals
  - ♦ Billing for Waiver
- ♦ Corporate Structure
- ♦ Wage and Hour
- ♦ Labor Law
- ♦ Administrative Law
- ♦ Marketing 101
- ♦ Billing
- ♦ Staffing
- ♦ Recordkeeping
- ♦ Payroll
- ♦ Taxes

**Cancellation/No Show Policy**

There are no refunds 10 days prior to the program date. All refunds will have a \$25 processing fee. **No Shows will be charged the full amount of the program.** If you are unable to attend, you may send a substitute. Please contact the IAHHC Office with the person's name.

**Registration Fee** (Per Person)

<b>PSA/Voting Member</b>	\$450
<b>Associate Member</b>	\$800
<b>Non-member</b>	\$1250

**Hotel Information**

**Drury Plaza Hotel Indianapolis Carmel-** 9625 N Meridian St, Indianapolis, IN 46290

**Room Rate**  
\$120/night

**Reservations:** Corporate Code- **328511**

You may reserve online [here](#), then enter the above Corporate Code. If you have any issues, please call the IAHHC office and ask for Tori.

Company \_\_\_\_\_

Billing \_\_\_\_\_

Address \_\_\_\_\_

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

Telephone \_\_\_\_\_ Fax \_\_\_\_\_

Name \_\_\_\_\_ Email \_\_\_\_\_

Name \_\_\_\_\_

Email \_\_\_\_\_

**Method of Payment:**  Check (payable to IAHHC)  Visa  MasterCard  American Express

CC# \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Security Code \_\_\_\_\_ Expiration Date \_\_\_\_ / \_\_\_\_ **Amount Due \$** \_\_\_\_\_

Name on Card \_\_\_\_\_ Signature \_\_\_\_\_

**Mail:** IAHHC, 6320-G Rucker Road, Indianapolis, IN 46220

**Fax:** (317) 775-6674

**Register Online:** [www.iahhc.org](http://www.iahhc.org)

**For more information:** (317) 775-6675 or [tori@iahhc.org](mailto:tori@iahhc.org)