HOUSING MANAGERS' EDUCATIONAL SERIES
A Care Providers of Minnesota Certificate Program

MAY 24, 25 & JUNE 28, 29
CAMBRIA SUITES MAPLE GROVE
INVEST IN YOUR CAREER

Housing managers wear many different hats—from business manager to marketer, program director to human resource director, landlord to maintenance staff—with many tasks in between. Throughout the four days of this series, attendees will learn from experts in the field, as well as from the experiences of colleagues. Whether one is a newcomer to the field of housing with services or a veteran in this ever-changing and complex field, attending the Housing Managers’ Educational Series is a career and business investment. In addition, this course is invaluable for the housing manager who wants to grow his or her enterprise.

TOPICS

Role of the Manager in a Housing with Services Establishment
Roberta Guidry, LSW, LNHA
Director of Housing and Community Based Services
Benedictine Health System
What is your organization’s philosophy toward service delivery, what are the services commonly delivered in housing with services establishments, and how does your unique role as a housing manager create situations involving multiple challenges while creating multiple opportunities for you?

Growing a Healthy Relationship with Your Nurse Manager
Amanda Johnson, RN, NHA, Clinical Consultant
Tealwood Care Centers, Inc.
Housing Managers and Nursing Managers have a very important, unique, and distinctly different relationship in Minnesota’s assisted living and housing with services settings than in many other states. You’ll learn more about the position of the nurse manager in assisted living settings, what laws the nurse manager must follow, and how to create a mutually beneficial relationship.

Marketing Strategies for the Housing Manager
Cathy Clairmont, Director of Marketing & Public Relations
English Rose Suites
Your hallmarks should be your strengths. First, you’ll learn about the importance of identifying your hallmark. Then, you’ll learn how value, referrals, price, strategy, and your plan come together to form an effective marketing strategy.

Fundamentals of Landlord-Tenant Law
Michelle R. Klegon, Esq., Attorney
Voigt, Klegon & Rodé, LLC
Learning more about the complex landlord/tenant relationship is the focus of this session. General provisions under Minnesota Landlord/Tenant law will be discussed, including when a lease is required and landlord and tenant covenants. Don’t get caught making common landlord mistakes.
Home Care Agencies in Housing with Services:
Survey Preparation and Success
Doug Beardsley, Vice President of Member Services
Care Providers of Minnesota, Inc.
You’ll gain greater understanding of the types of correction orders issued by the Minnesota Department of Health to home care providers (Both Class A and Class F) and learn to identify potential behaviors or systems that might increase a home care agency’s probability of receiving a correction order.

Class F Home Care: The Rules, The Statutes, and The Surveys
Pat Nelson, Health Resource Supervisor
Minnesota Department of Health
Attendees will review the statutes and rules for home care and learn how to be best prepared for a survey process that is “on-site, collaborative, and unannounced.” Components of the survey including record reviews, home visits, staff interviews, and policy and procedure review, will be discussed. Learn from a surveyor’s perspective.

Buildings and Facilities—Maintenance and Safety
Doug Beardsley, Vice President of Member Services
Care Providers of Minnesota, Inc.
Codes and regulations applying to various housing settings, risks and hazards that occur in assisted living settings, and how to be prepared for disasters to minimize injury and loss will be covered in this comprehensive session.

Motivating and Retaining Staff: It Takes Leadership
Anne Thul, RN, CHPN Team Leader
Hospice of the Twin Cities, Inc.
You’ll learn about the types of leadership and identify your own leadership style. Communication techniques that promote open, honest, and respectful relationships will be discussed. Plus, you’ll pick up some no-cost ideas for motivating your team.

Human Resource Management
Wesley L. Pruett, MS HCA, Owner
HR Advisors
This session will address the important role of human resources in both the housing and home health care sides of an organization. Topics covered will include legal compliance, wage and benefits programs, and performance management. Find out if your HR systems are adequate and in place, and if not, how to remedy.

Legal Issues for the Housing Manager
Barbara J. Blumer, J.D., Attorney
Barb Blumer Law, P.A.
Fair Housing Law, Consumer Protection Laws, and Home Care Laws and Rules are among the topics that will be addressed in this session. Learn how to effectively work within these requirements.

Legislative and Administrative Advocacy at the Federal and State Level
Phil Manz, Director of Assisted Living, Housing and Home Care
Care Providers of Minnesota, Inc.
Understand how the National Center for Assisted Living (NCAL) advocates for providers at the Federal Level. Identify and understand the purpose of stakeholder groups working on public policy in Minnesota. Understand how members can participate in the legislative process in Minnesota.
FOUR DAYS OF TRAINING DESIGNED SPECIFICALLY FOR HOUSING PROFESSIONALS

The Housing Managers’ Educational Series is one of Care Providers of Minnesota most popular and long-running programs. This four-day certificate program is designed for housing professionals trying to manage the multitude of tasks they face every day. It will also be beneficial for nursing home administrators considering expansion in assisted living and senior housing, assisted living nurses looking for a greater understanding of the role of the housing manager, and others who are interested in learning more about this growing field and profession.

Here’s what previous attendees had to say...

“This was real-life education – managing & leading staff – very helpful & informative.”

“...everything was EXCELLENT. Great job!!!”

“The speakers were very dynamic & approachable.”

PREPARE FOR YOUR CERTIFICATION EXAM

After attending the Housing Managers’ Educational Series, past participants have successfully passed the examination designated by the National Association of Boards of Examiners of Long Term Care Administrators (NAB) for residential care/assisted living administrators (the RC/AL exam). Although licensing is not yet required in Minnesota, this voluntary certification adds credentials to a housing manager’s experience and education. The foundation of the Housing Managers’ Educational Series, along with independent study of the NAB’s own materials, will prepare a candidate to successfully sit for the RC/AL exam and be nationally recognized as an Assisted Living Administrator.

COMPREHENSIVE RESOURCE

All participants receive a three-ring binder, which includes a large resource section, and a framed certificate upon completion of the series.

DETAILS

Dates: May 24, 25 and June 28, 29
Where: NEW LOCATION
Cambria Suites, 9655 Grove Circle North, Maple Grove (by the 494 and 94 interchange)
Time: 9:00 am – 4:15 pm each day
(8:30 am check-in on May 24 and June 28)
Cost: $495 per member / $650 per prospective member
(includes course materials, continental breakfasts, lunches and refreshments)
Code: MN12-90124
CEUs: 24 clock hours, 28.8 contact hours

REGISTRATION

There are three ways to register:
1. Online at www.careproviders.org (go to Education & Events)
2. Call Cara Tuenge 952-851-2494 or 800-462-0024
3. Via mail or fax (form available online)

LODGING

Care Providers of Minnesota has a room block at the Cambria Suites for $75 per room, per night. Please reserve your accommodations early and mention Care Providers of Minnesota to receive this rate. Call Cambria Suites at (763) 494-5556 for reservations.

CANCELLATION AND NO SHOW POLICY

Refunds will be issued to registrants who cancel by May 17, 2011, minus a $25 processing fee. Cancellations received after that date are charged the full registration fee; however, course materials will be mailed out. Registrants who are unable to attend may substitute someone else in their place. No shows are charged the full registration fee and will receive course materials.

Photo Credits: Thanks to Serenity Assisted Living and Good Samaritan Society-Albert Lea for their photo submissions.