

ALAYACARE UNIVERSITY AGENDA

September 12, 2018



8:00am-9:00am - COFFEE & REGISTRATION

9:00am-11:00am - TRAINING SESSIONS

Client Setup and Coordination - *Niagara Room*

- * Data fields to minimize data entry
- * Client and service fields and setup
- * Using attachments, notes and contacts to improve communication
- * Service workflow - purpose and value
- * Price setting for clients

Accounting Configuration and Setup - *Maple Room*

- * Understanding the relationship between service codes and bill codes/pay codes
- * Setting up your chart of accounts
- * Preparing for the upcoming group funding module - how to make the transition
- * Price setting for clients
- * Using billing premiums for fees and balance management

HR Management - *Canadiana Room*

- * Configuring and launching applicant tracking
- * Setting up additional fields or folders to track data or attachments
- * How to manage skills & certifications
- * Managing time off, unavailability & availability
- * Rolling out employee self service for time off
- * Samples of HR specific reports

11:00am-11:15am - BREAK

11:15am-12:15pm - TRAINING SESSIONS

Prepare for Success with Optimization - *Niagara*

- * Preparing your data to most effectively optimize (groups, addresses, time, skills)
- * Understanding various optimization settings
- * Testing data and understanding results
- * Rollout strategies and support

Advanced Finance & Billing Workflows - *Maple Room*

- * Transitioning to the new advanced bill code rate by day/time
- * Invoice labels
- * Invoice distribution and payment logging
- * Working with different funder (payor) models - (US Medicaid, Private, LHIN)

Maximizing Implementation Success - *Canadiana*

- * Resource expectations for a successful implementation
- * Establish your AlayaCare Champions
- * Data migration expectations
- * Change management strategy
- * Documenting current process and workflows

12:15pm-1:30pm - LUNCH

1:30pm-3:30pm - TRAINING SESSIONS

Advanced Scheduling Concepts - *Niagara Room*

- * Complex recurrences
- * Multiple care provider visit best practices
- * Using groups and facility staffing
- * Implementing visit and recurrence offers
- * Making an edit to just one day of a recurrence
- * Reviewing the recurrence history
- * Using groups, tags and service instructions to streamline your scheduling

Advanced Data Exploration - *Maple Room*

- * Understanding each cube
- * Building great column reports
- * Using metrics to build column and row reports
- * Filtering
- * Calculated fields and calculating your own fields
- * Using folders and publishing reports

Care Planning in AlayaCare - *Canadiana Room*

- * Building out Care Plan libraries
- * Preparing for implementing the new Care Plan module for home support
- * Preparing for implementing the new Care Plan module for clinical needs
- * Training strategies for all stakeholders

3:30pm-4:00pm - BREAK & BRAINDATES

4:00pm-5:00pm - TRAINING SESSIONS

Beginner Data Exploration - *Niagara Room*

- * Understanding each cube
- * Building great column reports
- * Using metrics to build column and row reports
- * Filtering

Advancing Your Organization Post Go-Live - *Maple Room*

- * Train the Trainer and New Employee Onboarding
- * WalkMe and custom training tools
- * Release Management, Communication & Preparation
- * Customer Advisory Board membership

Medications, Vitals & Wound Management - *Canadiana*

- * Setting up vitals alerts and threshold tasks
- * Understanding the remote patient monitoring module
- * Rolling out medication management and administration
- * Implementing data consistency for the wound care module