



Care Enterprise, LLC
Solutions to Complex Problems

Customized Policy and Procedure Manuals

****Order Form****

Care Enterprise, LLC create and develop customized policy and procedure manuals and other products that are unique to each specific state's licensing rules and regulations. Our consultants write all the content and send the policy manual directly to your email inbox in Microsoft Word format. An electronic version gives you the empowerment to make changes to your policy manual in the future **IF** rules or policies change. All documents are customized and have been approved by the state previously. You just need to put your personalized information in the documents, which we usually make easy by highlighting in yellow.

A minimum of 15 Standard forms and the checklist to set up the home comes with each policy manual order.

Client's Full Name: _____ Cell Phone #: _____

Email: _____ State Location: _____ Date to open: _____

GROUP HOME POLICY MANUALS FOR: 24/7 residential group homes for ID/DD population.

STATE	GROUP HOME POLICY MANUALS AND OTHER PRODUCTS	INVESTMENT	ORDER
Arizona	DDD policy manual for adults	\$2,995	
Georgia	Community living arrangement (CLA or group home) for adults	\$2,995	
Maryland	DDA operations policy manual for adults (\$2,995), QAP Manual (\$1,900), and PSP Manual (\$595)		
North Carolina	Group home manuals for ID/DD and mental health for Adult and Children - 10A NCAC 27G Codes	\$2,995	
Pennsylvania	Group home manual for ID adults: 6400 Codes	\$2,995	
Pennsylvania Residential Readiness Tool	Required for the county approval process, which is the department the state has partnered with for licensed group homes to receive referrals. 98-page questionnaire with answers and 8 required forms (Both the 6100 and 6400 code policy manuals are needed, but are not included with this price.	\$5,995	
Texas	Group home manual for ID Adults	\$2,995	
Virginia	For Adults: 12VAC35-105 Codes for Policy Manual (\$2,995), over 30+ customized operations forms, and 12VAC35-115 Codes for Human Rights Manual (\$1,900)		
Virginia HCBS self-assessment tool	Required AFTER you are licensed, or BEFORE going through the Medicaid Enrollment process. This step comes with nine different documents including the HCBS self-assessment questions with answers (Over 30 questions that must be answered with evidence of where answer is found), training curriculum, person-centered plan, menus, activity calendar, resident handbook, one-hour of consulting, and more.	\$5,995	
12-Month Projected Budget	12-month projected budget is in an Excel spreadsheet with built-in formulas. Budget includes over 40 budget categories, staff, salaries, FICA, estimated cost amounts, and more. Figures can be changed to meet each clients specific budget.	\$250	
Hourly Consulting	Hourly consulting can be used to get questions answered regarding license rules, regulations, process, and steps, EIN, LLC, NPI, monthly retainer for consulting concerns, for research, reviewing paperwork and forms, and other possible request.	\$300 i.e. \$300 x ___ Hours	

Caring Solutions to Complex Problems!

Care Enterprise, LLC • Phone: 770.575.4149 • contact@careenterprisellc.com
• www.careenterprisellc.com •



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PERSONAL CARE HOME POLICY MANUALS: 24/7 residential home for elderly, disabled, veterans, and others.

STATE	PERSONAL CARE HOME POLICY MANUALS	INVESTMENT	ORDER
Georgia	Policy and procedure manual for adults (PCH)	\$2,995	
Pennsylvania	Policy and procedure manual for adults: 2600 Codes (PCH)	\$2,995	

NON-MEDICAL HOME CARE POLICY MANUALS: A licensed agency that provides sitters and caregiver services.

STATE	NON-MEDICAL HOME CARE POLICY MANUALS	INVESTMENT	ORDER
Georgia	290-5-54 Codes - Private Home Care Provider (PHCP)	\$2,995	
Pennsylvania	6100 Codes (HCS)	\$2,995	
North Carolina	10A NCAC 13J Codes (In-Home Care)	\$2,995	

DOCUMENT PURCHASE INVESTMENT FEE:

- Complete your desired order above.
- If multiple purchases, add and total the amount and write the full payment amount below.
- Once we receive the signed and dated order form, we will acknowledge the order via email, and then process your payment.
- Once the payment clears, all documents will be emailed directly to your inbox in Microsoft Word format.
- Once documents have been received all payments are nonrefundable.
- **Revisions:** If by chance the state surveyor request revisions/changes on policy manuals, they can be done for \$500-\$1,000 (depending on how many changes/revisions are involved) until approved. State revisions are ONLY based on the documents CELLC created, client purchased, client put their personalized information on, and then client submitted to the state for review and approval.
- This does not include documents and materials outside of what was created by CELLC, purchased by client, and originally submitted to the state for review and approval.
- **We accept Visa, MasterCard, American Express, Debit, Zelle and DO NOT accept checks, money orders, western union, or other type of card payments.** Email your completed registration form to: contact@careenterprisellc.com

CREDIT CARD PAYMENT INFORMATION: ___ Visa ___ MC ___ AmerEx

Name: _____ Card #: _____ Exp. Date: _____

Security Code: _____ State: _____ Zip-code: _____ **TOTAL Amount to Charge:** \$ _____

Zelle Payment via: Email: _____ or Phone #: _____

I agree to the terms and conditions set forth in this order form. I authorize Care Enterprise, LLC to process all payment(s) with the above listed credit card. I understand all payments are nonrefundable once purchased, but can be used towards other training, consulting, coaching, products, and services. I also understand this order form only includes what is listed and paid for on this form. No other services, materials, or documents are included.

Client Signature

Print Name

Title

Date

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