

AHI Group - StartupHomeCare

Launch Your Home Care Business Check List

Here are the tasks that you need to perform in order to launch your home care business. Please reach out to our support team with any questions: support@ahi-group.com. We will respond within 1 business or less with an email or a phone call depending on your question.

- ☐ 1) **Get your legal entity created.** Contact www.directincorporation.com and pay the fee to do that.
- ☐ 2) **Submit your state home care agency license** (we will assist you) if applicable for your state.
- ☐ 3) **Complete the Post Boot Camp Training** – by listening and learning the Sales & Marketing Training at www.startuphomecare.com/startup-webinars. This is a review of what we went over in Boot Camp – but you need to spend time on it!
- ☐ 4) **Review the Startup Tasks at the end of your Boot Camp Binder** that you went over in your Boot Camp Class – starting with Section 9 (Billing). Review section 9 to the end of your Boot Camp binder. This includes important tasks you need to complete so read it carefully. Things like our Affiliate Call Center Service setup, Regus Virtual Office setup, get a cell phone for your business line that you will “forward” to the Call Center, Office equipment, www.efax.com, payroll setup with Intuit Payroll, etc.
- ☐ 5) **Get your marketing materials created.** Review the “2_Marketing Materials Q&A” document and the “1_Your Agency Contact Information” documents on your USB Drive “Other” folder, “Marketing Materials” folder. The Q&A document also has information about optional marketing materials you can get created. We will create a brochure, a business card (and print 1,000 of them for you). We will also create your website, and create an electronic version of the following: 8 foot banner, presentation folder (which you can pay to get printed – information on how to print is in the Q&A document mentioned above. We highly recommend you personalize the 42 sales flyers on your USB drive – in the “Marketing” folder – by adding your logo to each. You may need a PC to do this as Mac’s may not like the files.
- ☐ 6) **Sign up for AHI Group Webinars.** Sign up once and then get automated email reminders when there is a monthly webinar with the link to login. To sign up: <https://attendee.gotowebinar.com/register/6604642498423819011>
- ☐ 7) **Review VA Benefit Training:** www.careplanninginstitute.org/veterans1. We went over this in Boot Camp so this is a review.
- ☐ 8) **Videos:** You can have two videos created for your website. One contains information about your services and is animated - a sample is at www.careplanninginstitute.org Contact support@ahi-group.com to personalize. Cost is \$450 per video.
- ☐ 9) **Weekly Sales Calls.** Please contact support@ahi-group.com to start joining our weekly LIVE sales support calls – once you are a WEEK away from launching.
- ☐ 10) **Setup to Advertise on YELP, Google, and FaceBook** - See end of Boot Camp Training (“Resources Review”) for contact information. You are ready to launch!
- ☐ 11) **Perform Your Competition Research** – using the “Competition Research” document on your USB drive.