

2019

# ADMINISTRATIVE POLICIES



**You're  
logo here**



**Sample Home Health  
Agency**

## Table of Contents

EFFECTIVE DATE.....	2
ANNUAL REVIEW.....	3
1.1 INTRODUCTION.....	5
1.2 MISSION STATEMENT / VISION STATEMENT / PHILOSOPHY.....	6
1.3 AGENCY GOALS.....	7
1.4 GOVERNING BODY.....	9
Members of the Governing Body:.....	11
1.5 ORIENTATION GUIDELINES FOR GOVERNING BODY MEMBERS.....	12
Governing Body Member Orientation:.....	14
1.6 CONFLICT OF INTEREST.....	16
Individual Statement Regarding Conflict of Interest.....	19
1.7 ANNUAL EVALUATION.....	20
1.8 ORGANIZATIONAL CHART REVISED.....	21
1.9 AGENCY ADMINISTRATION.....	22
1.10 AGENCY ADMINISTRATOR/MANAGER BACKUP.....	25
1.11 POLICY DURING THE ABSENCE OF THE AGENCY MANGER.....	26
1.12 HOURS OF OPERATION.....	27
1.12 PROVISION FOR ON-CALL PERSONNEL AVAILABILITY.....	28
1.13 RATES AND SERVICES.....	30