

TABLE OF CONTENTS

<u>Governing Body</u>	1-001
<u>Executive Director/Administrator*</u>	1-002
<u>Certificate of Insurance</u>	1-003
<u>Nondiscrimination Policy and Grievance Process</u>	1-004
<u>Regulatory Compliance</u>	1-005
<u>Annual Operating Budget</u>	1-006
<u>Qualifications of Personnel</u>	1-007
<u>Selecting and Hiring Personnel</u>	1-008
<u>Personnel Record Contents</u>	1-009
<u>Orientation, Inservice Training and Personnel Development</u>	1-010
<u>Companion/Homemaker Training, Competency and Supervision</u>	1-011
<u>Retention of Records</u>	1-012
<u>Rights and Responsibilities</u>	1-013
<u>Complaint and Grievance Process</u>	1-014
<u>Scope and Listing of Services*</u>	1-015
<u>Service Plan</u>	1-016
<u>Intake and Admission</u>	1-017
<u>Discharge</u>	1-018
<u>Client Record Contents</u>	1-019
<u>Client Financial Responsibility</u>	1-020
<u>Annual Organization Evaluation</u>	1-021
<u>Corporate Compliance Plan</u>	1-022
<u>Written Agreements for Contracted Services</u>	1-023
<u>Supervision</u>	1-024
<u>Performance and Quality Improvement</u>	1-025
<u>Assessment of Possible Abuse or Neglect</u>	1-026
<u>Vehicle Accident Reporting</u>	1-027
<u>Incident Reporting</u>	1-028
<u>Natural Disasters/Emergencies</u>	1-029
<u>Infection Prevention</u>	1-030