

Tama County Public Health & Home Care
ADVISORY BOARD MEETING
Wednesday, June 24th - 12:00 P.M.
Tama County Public Health Conference Room or Zoom Option

AGENDA

- 1. Call To Order**
- 2. Correction/Acceptance of Agenda**
- 3. Correction/Acceptance of Minutes from the August 5, 2025 Board Meeting**
- 4. Reports**
 - A. Director's Report
- 5. New Business**
 - A. Election of Officers
 - B. Policy Adoptions – Attachment A
 - C. Policy Reviews – Attachment B
 - D. Slight Policy Revisions – Attachment C
 - E. Policy Revisions – Attachment D
 - F. Policy Retirements – Attachment E
- 6. Correspondence**
- 7. Future Dates**

Next Advisory Board Meeting

Join Zoom Meeting

<https://us06web.zoom.us/j/2963412479?omn=84254239189>

Meeting ID: 296 341 2479

Attachment A – Policy Adoptions

1. Client Death in the Home

Attachment B – Policy Reviews

1. Code of Ethics Policy
2. Disease & Disability Program Policy
3. Ethical Dilemma in Patient Care – Staff Rights
4. Facility Emergency Action Plan Policy
5. Medical Home for Continuity of Care
6. No Smoking Policy
7. Non-Discrimination Policy
8. Nuisances and Abatement Policy
9. Onsite Wastewater Treatment and Disposal Systems – Rules & Regulations
10. Parameters for the Reporting of Vital Signs and Weights Policy
11. Policy for Private System Preferred Contractor's List
12. Respite Services Policy
13. Respite Restrictive Interventions
14. Tama County Environmental Health Officer Groundwater Testing and Well Permitting
15. Tama County Septic Permit Fee Policy

Attachment C – Slight Policy Revisions

1. Administrative Management of Personnel
2. Advanced Directives Policy
3. Agency Orientation
4. Agency Patient Grievance Policy/Procedure
5. Agency Property Control
6. Anti-Kickback Policy
7. Charge Structure for Agency Program Services
8. Dress Code Policy
9. E-mail & Internet Access
10. Emergency Preparedness Plan
11. Employee Health & Wellness
12. Employee Outside Employment Policy
13. Fiscal Consideration Related to Contract Personnel
14. Gait Belt Policy
15. Governing Body
16. Homemaker-Home Health Aide Evaluation Performance Review
17. Lost Check or Warrant
18. Low Census Time Off
19. Mandatory Reporter of Dependent Adult/Child Abuse Policy
20. Mission Statement
21. Nuisances and Abatements Policy
22. Patient Appeal Procedure for Denial, Reduction or Termination of Services
23. Payment Receipt and Verification
24. Personnel Records
25. Phone Call Protocol

26. Physician Certification of the Plan of Care/Verbal Orders Policy
27. Policy for Private System Preferred Contractor's List
28. Policy on Policies and Procedures
29. Policy Regarding Statement of Interest
30. Purchasing/Accounts Payable
31. Red Flags Rule Compliance
32. Reimbursement for Environmental Health Services
33. Restriction of Patient's Rights Policy
34. Review of Financial and Budget Information
35. RN/LPN Licensure
36. Tama County Septic Permit Fee Policy
37. Tuberculosis Testing of Employees Policy
38. Volunteer Medical Reserve Corp Meal Policy
39. Wages

Attachment D – Policy Revisions

Job Descriptions

1. Director
2. Environmental Health Specialist
3. Homemaker- Home Health Aide/Certified Nursing Assistant
4. Homemaker-Home Helper
5. Office Operations Manager
6. Public Health Nurse/Registered Nurse
7. Public Health Specialist

Policy Revisions

1. Abbreviations Cheat Sheet for Home Health
2. Accounts Receivable Reconciliation
3. Administration Organization and Delegation of Authority
 - Attachment A – Governing Body By-Laws
 - Attachment B – Advisory Board By-Laws
 - Attachment C – Organizational Chart
 - Attachment D – Administrative Duties for TCPH&HC
 - Attachment E – Delegation of Agency Financial Activities
4. Admission Criteria
5. Agency Daysheet Policy
6. Agency Working Hours Policy
7. Animal Bites Policy
8. Application for Sliding Fee Adjustment for Services/Credit Policy
9. Bloodborne Pathogens Exposure Control Plan
10. Board of Health Approval for Agency Applications, Grants, Contracts and Agreements
11. Budget Policy
12. Cell Phone Reimbursement Policy
13. Charge Verification
14. Clinical Records
15. Communicable Disease Policy
16. Comp/Time Without Pay Policy
17. Comprehensive Assessment
18. Computer File Backup
19. Continuity of Operations Plan
20. Credentialing/Verification of Physician's License

21. Credit Card Policy
22. Criminal Background/Abuse Checks
23. Data Input
24. Emergency Procedure for Homemaker-Home Health Aides
25. Foot Clinic Policy/Procedure
26. Guidance to Employees Experiencing and Infectious Illness
27. Hand Hygiene Policy/Procedure
28. Health Promotion Visit Policy
29. Home Health Aide Program Policy
30. Homemaker, Home Health Aide Training and Competency Requirements
31. Homemaker-Home Health Aide Not Home/Not Found Reporting Responsibilities
32. Homemaker-Home Health Aide Position Name Clarification
33. Homemaker/Home Helper Orientation Requirements
34. Homemaker/Home Helper Program Policy
35. Incident Report Policy
36. Infection Control Program Policy
37. Maternal/Child Wellness Program Policy
38. Patient Bill of Rights & Statement of Responsibility of Patient Privacy Rights
39. Photography of Patients
40. Plan of Care Policy
41. Policy and Procedure for Height and Weight Measurement
42. Quality Assurance/Performance Improvement Program
43. Record Protection, Retention & Disposition
44. Recruitment/Hiring Process Policy
45. Referral/Intake Process Policy/Procedure
46. Reimbursement for Patient Care Services
47. Resignations
48. Review and Collection of Accounts Receivable
49. RN and H-HHA Service to Family Members Policy
50. Skilled Nurse Services Policy
51. Soil Analysis/Percolation Test Requirements
52. Staff Education
53. Storage, Provision and Management of Medications for Home Health Patients
54. Superficial Wound Care by Home Health Aide
55. Therapy Services Policy
56. Transfer and Discharge Criteria Policy and Procedure
57. Travel Compliance & Reimbursable Expenses
58. Wound Care and Pressure Ulcers

Attachment E – Policy Retirements

Job Descriptions Retirements

1. Assistant Director
2. Clinical Manager
3. Executive Assistant
4. Fiscal Administrator
5. Fiscal Assistant
6. Homemaker-Home Health Aide Supervisor
7. Licensed Practical Nurse
8. Medical Coder
9. Office Assistant I

Agency Policy Retirements

1. Administrative Policy Manual
2. Administrative Policy Manual Introduction
3. Administrative Staff Functions
4. Basic Rules of Universal Precautions
5. Budget
6. Charge Structure for Maternal Child Health Services
7. Clinical Record Review
8. Credential Verification of Contracted Licensed Independent Professional Staff
9. Do Not Resuscitate (DNR) Policy
10. Documentation Review Time of Transfer
11. Drug Regimen Review
12. Emergent Infectious Disease Addendum
13. High Risk Medication List
14. HIV and HBV Testing

15. Home Health Advanced Beneficiary Notice
16. Infection Control Procedures
17. On-Call Policy
18. Patient Care Conference Policy
19. Patient Risk Assessment Policy
20. Policy/Procedure for Hiring and Job Description of Interpreter/Translator
21. RN Supply Bag Technique
22. Services Provided to Patients Who Reside in Assisted Living Facilities (ALF) Policy
23. Skin Care Policy
24. Venipuncture to Obtain Laboratory Specimen Policy