# HARPER COUNTY HEALTH DEPARTMENT IN-HOME SERVICE MANUAL UPDATES

| Changes made by: | Date: | Section (s) Changed: |
|---|---|---|
| Sherry Houston | 11/4/2013 | Organizational Chart / Program Assignment |
| Sherry Houston | 1/10/2014 | " " " " |
| Sherry Houston | 2/28/2014 | Safety Plan / Advisory Board |
| Sherry Houston | 3/18/2014 | Board of Health / County Commission Annual Review |
| Sherry Houston | 3/18/2014 | Safety Plan - Earthquake |
| Sherry Houston | 3/26/2014 | Org. Chart / Program Assignments |
| Sherry Houston | 3/26/2014 | History of Agency |
| Sherry Houston | 5/9/2014 | Emergency Preparedness Checklist |
| Sherry Houston | 6/9/2014 | Org. Chart / Program Assignments / Hx of Agency |
| Sherry Houston | 6/20/2014 | Sliding Fee Scale Update. |
| Sherry Houston | 7/7/2014 | Org. Chart / Program Assignments / Hx of Agency |
| Sherry Houston | 7/30/2014 | Documentation Policy / Documentation Error Policy + Signature Log |
| Sherry Houston | 7/31/2014 | Org. Chart / Program Assignments / History |
| Sherry Houston | 8/7/14 | Org. Chart / Program Assignments / History |
| Sherry Houston | 8/12/14 | CLIA waiver / Advisory Board Members |
| Sherry Houston | 9/3/14 | Org. Chart / Program Assignments / Signature Legend / History |
| Sherry Houston | 9/16/14 | Agency By-Laws Update |
| Sherry Houston | 10/24/14 | Org. Chart / Program Assignments / History |
| Sherry Houston | 10/28/14 | Homemaker / Attendant Care (HHA Checklist) |
| Sherry Houston | 11/3/14 | Service Programs (Descriptions / Limits) |
| Sherry Houston | 12/30/14 | Org. Chart / Program Assignments / History |
| Sherry Houston | 2/23/15 | Org. Chart / Program Assignments / History |
| ~~Sherry Houston~~ | ~~3/16/15~~ | ~~Environmental Fiscal Policy~~ error out 3/16/15 |
| Sherry Houston | 4/3/15 | Fiscal Management Policy |
| Sherry Houston | 4/20/15 | Org. Chart / Program Assignments / History |
| Sherry Houston | 4/21/15 | Medical Director Contract |

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| Changes made by: | Date: | Section (s) Changed: |
|---|---|---|
| Sherry Houston | 4/21/15 | AB Member Update |
| Sherry Houston | 4/30/15 | AB Member Update |
| Sherry Houston | 5/0/15 | Medical Waste Policy & Recommendations |
| Sherry Vierthaler | 5/20/15 | Hx, AB, Org. Chart / Program Assignments |
| Sherry Vierthaler | 5/28/15 | Emergency Procedures / Anaphylactic Stick |
| Sherry Vierthaler | 6/15/2015 | Agency hx / Organizational Chart / Program Assign. |
| Sherry Vierthaler | 6/30/2015 | Responsibility Statement. |
| Sherry Vierthaler | 7/20/2015 | PP Assessment Form ; EP Checklist ; Advance Directives |
| Sherry Vierthaler | 7/21/2015 | SF Scale Update |
| Sherry Vierthaler | 9/11/2015 | AB Update |
| Sherry Vierthaler | 9/21/2015 | IHS Coordinator / Billing Clerk PD |
| Sherry Vierthaler | 10/1/2015 | Service Program Intro. / Med Management / Title Page |
| Sherry Vierthaler | 10/9/2015 | Hx / Org. Chart / Program Assign |
| Sherry Vierthaler | 11/10/2015 | Hx / Org. Chart / Program Assign. |
| Sherry Vierthaler | 1/4/2016 | Hx / Org. Chart / Program Assign. |
| Sherry Vierthaler | 1/17/2016 | Org. Chart / Program Assign. |
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# HARPER COUNTY HOME HEALTH AGENCY
## MANUAL UPDATES

| Changes made by: | Date: | Section (s) Changed: |
|---|---|---|
| Sherry Houston | 7/18/14 | Org. Chart / Program Assign / Hx of Agency |
| Sherry Houston | 7/29/2014 | Updated 10123 & 10124 Notification forms CIO Change |
| Sherry Houston | 7/30/2014 | Documentation / Documentation Error Policies; signature log |
| Sherry Houston | 7/31/2014 | Org. Chart / Program Assign. / Hx of Agency |
| Sherry Houston | 8/7/2014 | Org. Chart / Program Assign. / Hx of Agency |
| Sherry Houston | 8/12/2014 | CHA Waiver / Advisory Board |
| | 8/21/2014 | Annual HHA Eval. |
| Sherry Houston | 8/25/2014 | Acceptance / Admission of Clients / ~~Agency Bylaws~~ error SLH |
| Sherry Houston | 9/3/2014 | Signature Legend / History of Agency |
| Sherry Houston | 9/16/2014 | Agency By Laws Update / OT Documentation Forms |
| Sherry Houston | 10/14/2014 | Org. Chart / Program Assignment |
| Sherry Houston | 10/24/2014 | Org. Chart / Program Assignment / History |
| Sherry Houston | 10/28/2014 | HHA Checklist |
| Sherry Houston | 10/30/2014 | Org. Chart / Program Assignment |
| Sherry Houston | 11/18/2014 | Care Planning & Coordination of Services |
| Sherry Houston | 12/1/2014 | Care Planning & Coordination of Services |
| Sherry Houston | 12/1/2014 | Licens Approval Letter 2014-15 |
| Sherry Houston | 12/1/2014 | Speech Therapy Contract Update |
| Sherry Houston | 12/8/2014 | Org. Chart / Program Assignment / Hx |
| Sherry Houston | 2/17/2015 | PT Contract - Harper Hosp. |
| Sherry Houston | 2/23/2015 | Program Assignment / Hx |
| Sherry Houston | 4/3/15 | Fiscal Management Policy |
| Sherry Houston | 4/14/15 | Advance Directive Forms / Brochures |
| Sherry Houston | 4/21/15 | Medical Director Contract |
| Sherry Houston | 4/29/15 | AB Member update |
| Sherry Houston | 4/30/15 | AB Member update |
| Sherry Houston | 5/8/15 | Medical Waste Policy & Recommendations |

# HARPER COUNTY HOME HEALTH AGENCY
## MANUAL UPDATES

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|---|---|---|
| Sherry Viertheler | 5/20/15 | AB / History / Org. Chart / Program Assign. |
| Sherry Viertheler | 5/28/15 | Emergency Procedures / Anaphylactic Shock |
| Sherry Viertheler | 6/15/2015 | Agenda / Organizational Chart / Program Assign. |
| Sherry Viertheler | 6/30/15 | Responsibility Appointment letters, QA Contract |
| Sherry Viertheler | 7/30/15 | P.P. Checklist / Advance Directives |
| Sherry Viertheler | 8/12/15 | Documentation Policy Update |
| Sherry Viertheler | 8/18/15 | PT & OT Contract Amendments |
| Sherry Viertheler | 9/3/15 | Star Rating Check Sheet |
| Sherry Viertheler | 9/11/15 | AB / Org. Chart / Program Assignments Updates / ABN / CMS Form / Service Form / Inds |
| Sherry Viertheler | 9/21/15 | IHS Coordinator / Billing Clerk Pos. Desc. |
| Sherry Viertheler | 10/9/15 | History / Org. Chart / Program Assignment. |
| Sherry Viertheler | 11/10/15 | History / Org. Chart / Program Assignment |
| Sherry Viertheler | 11/4/2016 | History / Org. Chart / Program Assignment |
| Sherry Viertheler | 01/1/2016 | Harper PT Contract |
| Sherry Viertheler | 01/25/2016 | Annual QA Review |
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