



AMPLIFIED HOME HEALTH CARE

EMPLOYEE ORIENTATION TRAINING

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Attendance Policy

Amplified Home Health Care recognizes that in order to effectively complete the requirements of each position and meet the consumer's expected level of service, regular attendance and punctuality is essential. The following guidelines are intended to ensure a consistent and fair approach to attendance issues.

EVV

Reporting to work requires verification through HHA EXCHANGE Electronic Visit Verification System. All Health workers reporting to a participants home must clock in using the HHAEXCANGE EVV application or manually by phone to Clock IN and to Clock Out as verification of time worked. Hours not logged via the HHA EXCHANGE EVV System will be subject to non-payment.

Absences

An absence from work is defined as the failure of any employee to report to work when scheduled. This applies to any assignment, regular shift, or meeting. When an employee is absent **two times in any 30-day** calendar period it will result in a verbal warning. **Two additional incidents within the next 30-day** calendar period will result in a written warning. Any additional incidents within the next 60-day calendar period will result in layoff or termination of employment, pending investigation and review by management.

Tardiness

Tardiness occurs when an employee is not present, and ready to begin working at their scheduled time. Tardiness also occurs when an employee leaves work prior to the end of his or her scheduled shift without prior approval. An employee who is tardy as often as once a week or more, this is **considered a pattern of behavior**. When a pattern of tardiness is observed the result will be a verbal warning. When an employee is tardy within the next 30-day calendar period following a verbal warning it will result in a writing warning. The continuation of a tardiness behavior following a written warning will result in layoff or termination of employment, pending investigation and review by management. Tardiness of more than two hours is considered an absence for the purpose of the disciplinary action (see absences).

No Call/No Show

Employees must report his or her absence each day, failure to do so is considered a no call/no show. Any employee who has a no call/no show for two (2) consecutive workdays is voluntarily terminating his or her employment.

ATTENDANCE POLICY CONT.

Reporting Requirements

Amplified Home Health Care management staff (office personnel) are available both during and after regular business hours in case of the need for a call off. Employees must notify his or her supervisor at least two hours prior to the start of their shift if they are going to be absent or late. Employees are required to call-off absent or tardy personally. Call-off or tardy notices that are received through texting or through a third-party are unexcused and considered a no call/no show.

Exceptions

Vacation, holidays, jury duty, bereavement leave, military leave, and layoff will not count as absences. Pre-approved time off request and pre-approved leaves of absence will not count as absences. If an employee is unable to personally call off due to an emergency health condition, another individual may call on his or her behalf.

LAYOFF POLICY

Employees will be selected for layoff at the sole discretion of the company based on the following criteria:

- **Demonstrated current and past performance – Employees who exhibit minimal work ethic, insubordination, or unruly actions may be considered for layoff as an alternative to disciplinary processes.**

- Employees who are laid off will be maintained on a recall list for **six months** or until management determines the layoff is permanent,
- Removal from the recall list terminates all job rights the employee may have. While on the recall list, employees should report to the HR department if they become unavailable for recall.
- Employees will be recalled according to the needs of the AMPLIFIED HOME HEALTH CARE their classification and their ability to perform the job. Notice of recall will be sent by registered mail, return receipt requested, to the current home address on record with the HR department.

ORGANIZATIONAL STRUCTURE

Administrator

- Responsibility includes overseeing the day-to-day operation of our Home Care Agency.
- Manages and maintains the protocols that ensure that the members of the organization operate according to authorized personnel policies and procedures that fully conform to current laws and regulations.

Assistant Administrator

- Assist in performing standard administrative duties related to business and employment issues. Assist with all aspects of new hire processing and personnel.
- Performs the duties of the consumer monitor. Serves as the back-up for the financial officer.

Financial Officer

- Responsibilities include billing and payroll processing, paying agency bills, taxes and other finance-related matters
- Ensure accurate and timely entries into financial database to generate financial reports as required.

Director of Human Resources

- Responsibilities include hiring and ensuring the accuracy of the employment records of Direct Care Workers, including updated training and TB testing information.
- Maintain staffing levels to ensure Consumers have Direct Care Workers and maintain timesheet records of Direct Care Workers.

Staffing Coordinator

- Responsibilities include maintaining accurate, up-to-date database on Consumers, Direct Care Workers and scheduling assignments.
- Ensure that Consumers have Direct Care Workers to provide services.
- Document and verify staffing/service changes, reported concerns or complaints through approved procedures.

Consumer Monitor

- Responsibilities include ensuring that all Consumers read and sign the Consumer Information Packet
- Conduct home visits (Spot Monitoring) every 30/60 days, completing the Consumer Questionnaire Form, and conduct telephone monitoring calls to Consumers.
- Monitor Provisional Hires and new Direct Care Workers for regulation compliance.

Direct Care Worker

- Direct Care Worker is responsible for providing personal care and home support to Consumers.
- Report all incidents to the Staffing Coordinator and turn in timesheets by noon on the Wednesday of the week of payday.

HOURS OF OPERATION

9:00AM-5:00PM (MONDAY - FRIDAY)

(Ofc) 724-203-4154

Amplifiedhhc@gmail.com

Amplified.HR@gmail.com (TIMECARDS)

AFTER NORMAL BUSINESS HOURS CALL:

- Please leave your name and phone number and someone from the office will return your call as quickly as possible.

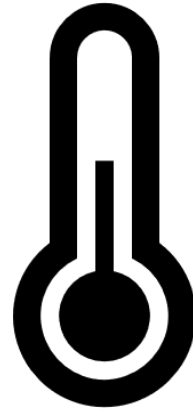
(Ofc): Lakeisha Horne 412-304-6385

Health & Safety: Amy Lay Ellis (724-683-0144)

Human Resource Admin: Stacey Hamilton (412)587-1124



WEATHERIZATION POLICY



Due to constant changes in the weather Amplified Home Health Care has provided the following policy for staff if there is bad weather.

1. If the local weather station is reporting that the weather will be bad (i.e. snow storm warning/watch, excessive rainfall) stay home.
2. If on that day you decide to come to work, **BE PREPARED TO WORK** even on a bad weather day.
3. Judgment calls on weather days are determined by the highest-ranking person in charge.
4. Please notify the office and Health and Safety.

Amplified Home Health Care wants all staff to be safe when traveling so please use your best discretion on these days.

DISCIPLINARY POLICY

When you call off, miss work consistently or without appropriate notice, or violate any rules set in place by Amplified Home Health Care you will go through the disciplinary process. **First time: verbal warning. Second time: written warning. Third time you will be placed on Employee Rehabilitation.** During that period you are not permitted to call off. If you call off during any probationary period you will/can be terminated.

- **“At-will Employment Policy”**
 - Under Pennsylvania law, all employment is presumed to be at-will, which means that the employee may be discharged with or without cause, at pleasure, unless restrained by some contract, or where the employee’s discharge would threaten clear mandates of public policy.

- **Immediate Termination/Prohibitive Offenses**
 - Drugs or alcohol at the job site
 - Theft
 - Fraud
 - When a Direct Care Worker does not report that a Consumer has been hospitalized/away and submits a timesheet requesting pay for the day/days Consumer was hospitalized/away, this act constitutes Fraud
 - Inappropriate Social Networking
 - Employees are subject to termination if actions are done for the benefit/amusement of an individual on behalf of him/herself/third party compromising the privacy of our Consumers or Agency
 - Unprofessional behavior including actions of insubordination, excessive call-offs, excessive arguments, a combative attitude, and an inability to work within the team.

- **Employee Rehabilitation**
 - An employee is put on Employee Rehabilitation when he/she violates any of the prohibited offenses and/or has already received a verbal and written warning.
 - If a Direct Care Worker Continues to violate any of our rules while under Employee Rehabilitation that can be grounds for termination.
 - Before an employee is terminated a meeting between the Administrator, Human Resources Coordinator and Financial Officer will be held.

PROHIBITED ACTIONS

1. Amplified Home Health Care employees are prohibited from engaging in sexual harassment of a participant.
2. Amplified Home Health Care employees are not allowed to engage in sexual contact with a participant.
3. Direct care workers must not restrain a participant at any time.
4. Direct care workers must not engage in any sort of financial exploitation of a participant.
5. Amplified Home Health Care employees must not humiliate or degrade a participant in any circumstances.
6. Direct care workers must not withhold regularly scheduled meals or other sustenance from a participant.
7. Direct care workers must have their own gas money for their car when taking consumers to appointments or running errands for them such as going to the bank, shopping, and post office, etc.
8. Direct care workers must not take **money or gifts** from consumer even if the consumer offers or insists upon it, call and report this issue to the Administrator.
9. Direct care worker are not permitted to receive, lend or borrow money or other goods from the consumer.
10. Promptly return all consumer's household keys at the end of each service day. Do not take home the consumer's house or post office keys without explicit permission of the Administrator.
11. Only take consumer's bank card for shopping or errands and you are to only get what's on the shopping list. Return all receipts, money, and/or cards to the consumer when you return to the consumer's home. **Do not take consumer's bank card home.**

PROHIBITED ACTIONS CONT.

12. Direct care worker will not borrow or take home any of the consumer's personal property.
13. If the consumer's monthly bank statement reveals that a direct care worker did in fact take money that the consumer was unaware of, the direct care worker will be report to the police. Also, any money taken from the consumer will be deducted from the direct care worker's paycheck and returned to the consumer.
14. Any action or behavior that occurred while providing direct care work services for a consumer that resulted in the customer sending that direct care worker home or will not allow that worker into their home as a result of willful misconduct is subject to immediate termination.
15. Direct Care Workers are not permitted to ask consumers to co-sign for a loan.
16. If you are calling off or late for work you must notify AMPLIFIED HOME HEALTH CARE immediately, with a **minimum of two (2) hours'** notice by calling (412)304-6385. Call-off notice received by texting will be considered a no-call/no-show. Refer to attendance policy.

Drug Free Environment Policy



Drugs and alcohol are not permitted at the job site. If we suspect you are under the influence of drugs and/or alcohol while working, we will require you take a drug test. Cost of testing will be deducted from your pay. Refusal to take the test will result in immediate termination.

Amplified Home Health Care (AMPLIFIED HOME HEALTH CARE)

Americans with Disabilities Act (ADA) Policy

Amplified Home Health Care acknowledges all individuals have the right to equal access of services and programs and that this access is guaranteed by the Americans with Disabilities Act (ADA) of 1990. It is the policy of Amplified Home Health Care to provide services to participants in accordance with the ADA.

Inquiries concerning the AMPLIFIED HOME HEALTH CARE's ADA policy, compliance with applicable laws, statutes, and regulations, and complaints may be directed to the Administrator. Inquiries about the laws and about compliance may also be directed to the following:

Bureau of Equal Opportunity Harrisburg Regional Office
Room 223,
Health & Welfare Building
PO Box 2675
1101 S. Front St., 5th Floor
Harrisburg, PA 17105
(717) 787-1127

U.S. Department of Health and Human Services
150 S. Independence Mall West
Suite 372, Public Ledger Building
Philadelphia, PA 19106-9111
(215)861-4441

Pennsylvania Department of Health
Health and Welfare Building
8th Floor West
625 Forster Street
Harrisburg, PA 17120
1-877-PA-HEALTH

Amplified Home Health Care Health Insurance Portability and Accountability Act (HIPAA) Policy

It is the policy of Amplified Home Health Care to protect the privacy and provide for the security of certain Protected Health Information (PHI) to which AMPLIFIED HOME HEALTH CARE may have access to in order to provide services in accordance with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. Amplified Home Health Care may receive PHI from the participant or from other parties for use on behalf of the participant which will be used or disclosed only in accordance with HIPAA.

Inquiries concerning the AMPLIFIED HOME HEALTH CARE's HIPAA policy, compliance with applicable laws, statutes, and regulations, and complaints may be directed to the Administrator. Inquiries about the laws and about compliance may also be directed to the following:

Bureau of Equal Opportunity Harrisburg Regional Office
Room 223,
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Health and Welfare Building
8th Floor West
625 Forster Street
Harrisburg, PA 17120
1-877-PA-HEALTH

CONFIDENTIALITY POLICY

It is the policy of Amplified Home Health Care that employees of AMPLIFIED HOME HEALTH CARE may not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with AMPLIFIED HOME HEALTH CARE **to any person**, including relatives, friends, and business and professional associates, **other than to persons who have a legitimate need** for such information and to whom AMPLIFIED HOME HEALTH CARE has authorized disclosure.

Employees shall use confidential information *solely for the purpose of performing services as a trustee, employee* or contractor for AMPLIFIED HOME HEALTH CARE. This policy is not intended to prevent disclosure where disclosure is required by law.

Employees must *exercise good judgment and care at all times* to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and public transportation, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members and employees should be sensitive to the risk of inadvertent disclosure and should for example, *refrain from leaving confidential information on desks or otherwise in plain view* and refrain from the use of speaker phones to discuss confidential information if the conversation could be heard by unauthorized persons.

If it is found that an employee of AMPLIFIED HOME HEALTH CARE is taking any of AMPLIFIED HOME HEALTH CARE information home, without proper permission, they are subject to immediate termination. Once the employee is terminated an investigation will be conducted and if found guilty, Amplified Home Health Care press charges and that individual will be subjected to persecution by law.

Upon termination of an employee's relationship with AHHC, he or she shall return all documents, papers, and other materials, regardless of medium, which may contain or be derived from confidential information, in his or her possession.

Critical Incident and Risk Management Policy

It is the intent of Amplified Home Health Care to prevent critical incidents through proper employee training and requiring employees to adhere to this critical incident and risk management policy as well as any other established precautionary measures. AMPLIFIED HOME HEALTH CARE will report any critical incidents according to the Department of Health's regulations (Title 55, §52.17) in regard to critical incident and risk management.

Amplified Home Health Care accepts the Department of Public Welfare definition of a critical incident found in 55 Pa Code Chapter 52 §52.3. A critical incident is defined as an occurrence of an event that jeopardizes the participant's health which may include death, serious injury or hospitalization of a participant; provider and staff member misconduct including deliberate, willful, unlawful, or dishonest activities; abuse, including the infliction of injury, unreasonable confinement, intimidation, punishment, or mental anguish of the participant. Abuse may include physical abuse, psychological abuse, sexual abuse, verbal abuse, neglect, or exploitation. Also considered a critical incident is service interruption that results in the participant's inability to receive services and puts the participant's health or welfare at risk.

Prevention

Prevention is part of the AHHC risk mitigation strategy, Amplified Home Health Care will educate all staff in the areas of a participant's health and safety. Annual critical incident related training will include prevention of abuse and exploitation of participants and reporting critical incidents. Refer to the Employee Training Policy for specific information in regard to the frequency and required trainings for Amplified Home Health Care employees. Amplified Home Health Care also utilizes the position of a consumer monitor who is responsible for monitoring the participants' services through a regular schedule of contact via telephone and home visits.

Reporting

Amplified Home Health Care holds all employees responsible for the proper care of our participants. All employees are responsible for reporting all alleged critical incidents. Related concerned individuals are encouraged to report any critical incident to Amplified Home Health Care immediately upon becoming aware of the situation. When a critical incident is reported, the staff member who receives the information will complete a critical incident intake form and immediately begin the required notification procedures.

Critical Incident cont.

Notification

Any employee who observes or has reasonable cause to suspect abuse, neglect, exploitation, abandonment, or suspicious or unexpected death has occurred with participant must: 1. Take immediate action to ensure the participant's health and safety. If the participant's health or well-being is in imminent danger, notify emergency first responders (911). 2. Make a verbal report to the state Adult Protective Services Hotline at 1-800-490-8505. Any questions requiring immediate attention outside of regular business hours should be directed to the Health and Safety Administrator, AHHC's on call staff at 724-683-0144. Please note this number should only be used for emergency situations requiring immediate attention. 3. Then communicate the incident details to the Service Coordinator within 24 --along with the completion of the critical incident intake form.

Within five days of the initial notifications, Amplified Home Health Care will provide a follow-up to the critical incident as well as provide information concerning the disposition of the critical incident. All applicable parties will receive notification of the investigation findings and the implemented actions to resolve the critical incident.

Investigation

If the accused is a direct care worker assigned to work for the injured participant, he or she will be suspended from work duties until the investigation is complete and a resolution is determined. If the investigation reveals that the direct care worker is at fault, he or she will be terminated immediately. If the investigation reveals that the participant is at fault, Amplified Home Health Care will start the termination of services process according to the participant termination regulations. All information gathered as a result of the investigation will be kept confidential.

Management of Critical Incidents

On a quarterly basis, Amplified Home Health Care will review and analyze critical incidents. Information attained through analysis will be used for the purpose of procedural improvements and development of Amplified Home Health Care, LLC's quality management policy. Amplified Home Health Care will make readily available and submit a copy of the critical incident and risk management policy, procedures, and critical incident analysis to the Department of Health upon request

Take immediate action to ensure the participant's health and safety. If the participant's health or well-being is in imminent danger

- 1. Notify emergency first responders (911).**
- 2. Make a verbal report to the state Adult Protective Services Hotline at 1-800-490-8505.**
- 3. Call immediately AHHC's Health and Safety Administrator, on call staff at 724-683-0144**

Complaint Management Policy

It is the intent of Amplified Home Health Care to manage complaints using a system that provides confidence the complaint is dealt with effectively and efficiently through AMPLIFIED HOME HEALTH CARE's complaint management procedure and processes. The complaint management procedure will meet the Department of Health's regulations (Title 55, §52.18) in regard to complaint management.

AMPLIFIED HOME HEALTH CARE values feedback of consumers and employees. AMPLIFIED HOME HEALTH CARE's complaint procedure processes will be explained to consumers and made easily accessible through information provided in the AMPLIFIED HOME HEALTH CARE consumer packet and in the employee orientation packet.

AMPLIFIED HOME HEALTH CARE's response to a consumer or employee complaints will be prompt, objective, and fair. All complaints will be considered confidential; information will only be shared with individuals who are involved in the complaint resolution process. Complainants will be kept informed throughout the resolution process. Once the situation has been remedied AMPLIFIED HOME HEALTH CARE staff will follow-up with the complainant to ensure satisfaction with the solution.

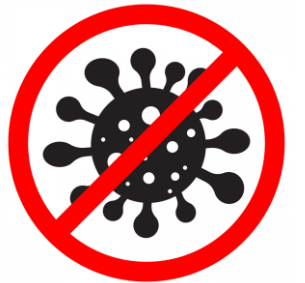
Accountability for handling complaints will be clearly established in the complaint management procedure. AMPLIFIED HOME HEALTH CARE recognizes the complaint management process is essential to staff accountability, process and employee development. Knowledge and review of complaints will be used to inspire procedural improvements.

On a quarterly basis, Amplified Home Health Care review and analyze received complaints. Information attained through analysis will be used for the purpose of procedural improvements and development of AMPLIFIED HOME HEALTH CARE's quality management policy. Amplified Home Health Care make readily available and submit a copy of the complaint management policy, procedures, and complaint analysis to the Department of Health upon request.

Infection Control

Universal precautions are to be used every time for each patient personal contact:

- Equipment for universal precautions is gloves, gown, eye goggles, respirator mask, etc.
- Each situation requires different types of protective wear; assess each patient/client before personal contact is made
- Hand washing is the number one health care procedure, which prevents the spread of infectious diseases. Wash hands before and after each patient/client personal contact.
- Infectious agents are not always diagnosis by primary care providers; use caution when handling bodily fluids and never assume a patient/client is free from infectious diseases
- Each health care provider must be immunized from hepatitis B (see OSHA standards) this does not give immunity to the disease but safeguards the provider from developing the disease. Check with your primary care provider if unsure if you are protected or if vaccination occurred more than 15 years ago.ã
- Ask AMPLIFIED HOME HEALTH CARE administrator if in doubt about condition of patient and employee



Communicable Diseases Policy

- Check each patients/clients chart carefully especially the history and recent laboratory results
- Know which diseases are reportable to the Department of Health
Examples: STD high risk - TB - Hepatitis C - HIV
- If unsure of the reportable status contact Amplified Home Health's director of home support services
- Each health care provider must be screened for active tuberculosis and annually thereafter, and vaccination from hepatitis B (see OSHA standards)

Food Preparation and Handling

General Guidelines:

1. Designate and locate the patient's food preparation area. Each area should have the minimal requirements:
 - a. A refrigerator which is capable of maintaining a temperature of 45°F or less temperature
 - b. Two-compartment sink
 - c. Soap and paper towel dispensers or equivalent
 - d. Space for waste container
2. If patient/client shares food preparation areas with other persons:
 - a. A dishwasher which maintains a temperature of 155°F or more.

Payroll Policy

Payday is only on Friday's. If a holiday occurs on a Friday, Amplified Home Health Carepay worker's Thursday before the holiday. **As a courtesy Direct Care Workers can still pick their checks up on Thursday the day before pay day**

All additional information such as on-call, overtime and back pay need to be indicated on the Wednesday payroll report to verify that all checks are correct. This report should be used by those who double check and verify.

Before checks are printed the CFO needs to report actual numbers for the payroll based on actual money on hand and the amount for total payroll. This will provide time for adjustments in any given situation.

If the situation was to arise that the financial officer is not available due to vacation or illness, the assistant administrator will serve as the back-up to complete the financial officer duties.

Payroll Check Mailing Policy

Every Tuesday before payday, we are to call the Direct Care Worker's whose checks are to be mailed to verify that they want their check mailed and all information is correct.

We will review the list and call every pay day week, until we are able to determine the regular worker's whose checks are to be mailed.

Any person that wants their check mailed must call and notify the office by 5 pm Tuesday. If the worker does not answer or contact the office we are to hold their check.

In the event that a Direct Care Worker does not pick up their check or calls the office by the following Tuesday after pay day, the office staff will contact the worker to see how they would like to receive their check.

All workers' whose name are on the mailing list, those checks will be mailed out by 5pm Wednesday before pay day. AHHC will preferably use bank Transfer as a means to ensure payroll.

Personal Automobile Policy

All Amplified Home Health Care employees who use their vehicle during work hours for company purposes will be required to submit proof of a personal automobile policy that covers the vehicle they are using. The policy must carry the minimum required limits for Pennsylvania - \$15,000/\$30,000/\$5,000.

Acceptable proof of coverage is a declarations page/coverage in-force card from the insurance company and must include the effective and expiration dates, insurance company name, policy limits, insured name and vehicle used by employee.

Proof of insurance must be submitted again upon expiration of the policy.

**** HR Coordinator will obtain a copy of the employee's automobile insurance card**

Timesheet Management Procedure

All direct care workers (dcw) will follow a standard procedure for filling out timesheets which consist of the following:

1. The work week is Sunday through Saturday.
2. Timesheets are for a one week time period only.
3. The dcw will print the consumer name on the top left section of the timesheet.
4. The dcw will print the waiver type on the top left section of the timesheet.
5. The dcw will print his or her name on the top right section of the timesheet.
6. The dcw will fill in dates for a one week period.
7. Employees will check off tasks completed each day for the participant, according to the service plan developed for the participant. Any change(s) and reason(s) for such changes should be written on the bottom or back side of the time sheet if an emergency occurs, or must be pre-approved by the AMPLIFIED HOME HEALTH CARE office through the service coordinator. **Strict attention must be given to following the service plan.**
8. If at any time the dcw is not sure of the services to be provided, he or she should call the office. As soon as possible the dcw should report to the office to pick up a copy of the master timesheet which is prepared by the office for each consumer.
9. Employees will fill in start and end time and duties completed.
10. Employees will fill in total number of hours per day.
11. The dcw will have consumer/designated person sign Consumer's name on the timesheet on a daily basis at the end of each shift.
12. Employees will sign his or her name on the bottom of the timesheets before submitting it.
- 13. All timesheets must be turned in by NOON on Monday of each week.**
 - a. Any timesheets received after noon on Monday will be processed on the following week. This will delay the payroll check of the employee for up to 14 days.

Amplified Home Health Care has placed a drop box in front of the building to allow Direct Care Workers to drop his or her timesheet off when the office is not open. The drop box is available 24 hours a day, seven days a week. Direct Care Workers are responsible for bringing in their own timesheets. Amplified Home Health Care staff is prohibited from bringing in timesheets for Direct Care Workers. Direct Care Workers have the option of bringing them in during the hours of operation or placing them in the drop box. If at any time either one of these options does not fit his or her schedule, the worker is responsible to inform the office as soon as possible.

Travel Policy

Amplified Home Health Care Travel policy is authorized in circumstances which are clearly consistent with the mission and development of the organization. All travel must be requested using Amplified Home Health Care travel authorization forms available from the Administrator.

1. Employees or contractors who make follow-up visits with consumers when other agency is doing their assessment.
2. When Consumer Monitor make home visits outside of Beaver County.
3. When Amplified Home Health Care hires local or out-of-state consultants Amplified Home Health Care will pay travel, lodging, and transportation.
4. Amplified Home Health Care will pay travel, lodging and transportation when sending staff members to conferences or workshops in-state or out-of-state.

Amplified Home Health Care will allow \$60 per visit under circumstances 1, 2, and 3. Amplified Home Health Care will pay reasonable travel expenses as outlined in 4 and 5 as approved by the voting members of the board.

Amplified Home Health Care Update

The Travel Policy is based on the IRS regulations that only recognize \$.55 per mile for nonprofits under circumstances 1, 2, and 3