

SAMPLE MANUAL

Put Company Name Here

**Group Home Policy and Procedure Manual
(Virginia State)**

Policy & Procedure Manual

COMPANY NAME

Address

Ph: #

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Website: domain

COMPANY NAME

Policy and Procedure Manual

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Virginia Group Home Policy and Procedure Manual Details:

- Table of Contents for ID group home policy and procedure manual for Virginia State **56** subject categories.
- Manual has a total of **167** pages.
- Over **33** customized operations forms customized to Virginia's rules and standards.
- All manuals are customized and personalized based on client's unique and individualized business information.
- Finished manual is delivered to client via email in Microsoft Word and PDF format
- All customized policy manuals turnaround time is a minimum of 15 days and a maximum of 30 days.

COMPANY NAME

Policy and Procedure Manual

Employee Training Policy	12VAC 35-105-450	Page 1
450 – Employee Training and Development	Issued:	Revised:
Focus: Retraining of Staff		

Policy: Your Company Name Here will provide training and development opportunities for employees to enable them to support the individuals receiving services and to carry out their job responsibilities. The provider will develop a training policy that addresses the frequency of retraining on serious incident reporting, medication administration, behavior intervention, emergency preparedness, and infection control, to include flu epidemics. Employee participation in training and development opportunities will be documented and accessible to the department.

Procedure: Our facility has a training program that provides annual training on medication administration, behavior intervention, emergency preparedness, and infection control, to include flu epidemics. Employee participation in training and development opportunities will be documented and accessible to the department. Training and development will be facilitated by our director, program manager, or RN. All staff will receive annual retraining to improve their ability to care for individuals.

(Retaining of Staff has 1 page)

Risk Management	12VAC35-105-520	Page 1 of 2
520 – Risk Management	Issued:	Revised:
Focus: Policy Prevent Risk		

Policy: At Your Company Name Here, LLC our program manager oversees the risk management for the entire facility. Our program manager will be trained and acquire expertise in conducting investigations, root cause analysis, and data analysis. Working along with staff, contractors, volunteers, and students to ensure that through monitoring and oversight risk will be minimized for staff, individuals, and our facility. Detailed safety inspections will be conducted annually by our director and program manager.

Procedure: Daily the program manager will monitor, reduce, and minimize risks associated with harms and risk of harm, including personal injury, infectious disease, property damage or loss, and other sources of potential liability. In case of an incident, our program manager will submit an incident form to licensing within 24-hours. **All records are kept for a minimum of six years.**

Examples of risk management may include the following:

- Falls--Slips and trips by a resident in or about the group home.

(Risk Management has 2 page)

COMPANY NAME

Policy and Procedure Manual

Emergency Preparedness and Response Plan	12VAC35-105-530	Page 1 of 14
530A.-A.1 – Emergency Preparedness and Response Plan	Issued:	Revised:
Focus: Preparing for Emergencies		

Policy: The emergency preparedness plan has been approved by the director. Any changes to the disaster preparedness plan the program manager and/or director will forward the changes to the state licensing division to update.

Procedure:

1. In an emergency which dictates implementation of the plan and results in injury or loss of life, the program manager will notify licensing within 24-hours.
2. An incident report and assessment of performance will be done when the plan is implemented.

It is our policy to provide a safe environment for the individuals, staff, and visitors. Our disaster plan allows us to provide the safest response to any disaster by having:

(Emergency Preparedness and Response Plan has **14** pages)

Service Description Requirements	12VAC35-105-580	Page 1 of 9
580.C.1-I – Service Description Requirements	Issued:	Revised:
Focus: Service Description		

Policy: Every individual admitted to Your Company Name Here have a right to habilitation, including medical treatment, education, and care suited to their needs, regardless of age, and degree of disabling condition.

Procedure:

- a. Your Company Name Here will develop, implement, review, and revise its descriptions of services offered according to our mission and will make service descriptions available for public review.
- b. Your Company Name Here has services outlined in everyone’s ISP and person-centered care plan. Everyone’s specific services will be based on the individual’s strengths, weaknesses, support services needed, how often needed, their personal goals, individualized interventions and discharge criteria. The care and support will be designed to meet the individuals' physical and emotional needs; provide protection, guidance and supervision, and meet the objectives and goals of the individualized services plan.

(Service Description Requirements has **9** pages)

Get More Information:

For additional information to get licensed as a non-medical home care agency provider in your state contact the office of Care Enterprise, LLC at **770-575-4149**, www.careenterprisellc.com, or contact@careenterprisellc.com.