

### Administrative Policies

Policy #	Name	Revision Date
PHC-100a:	ISL House Manager and Administrative Earned Time Off	01/01/2023
PHC100b:	Earned Time Off (ETO) Hourly Employees	01/01/2025
PHC-101:	Conflict of Interest	10/15/2019
PHC-102:	Corrective Action	01/14/2021
PHC-103:	Drug Free Workplace	12/06/2023
PHC-104:	Equal Employment Opportunity	10/15/2019
PHC-105:	Family Care Safety Registry Screening	10/15/2019
PHC-106:	Harassment	10/15/2019
PHC-107:	HIPAA and Confidentiality	12/05/2023
PHC-108:	Employee Probation and Training Expectations	06/11/2025
PHC-109:	Personnel Records	01/09/2024
PHC-110:	Time and Attendance	12/01/2023
PHC-111:	Variance Reports	09/07/2022
PHC-112:	Family Medical Leave Act (FMLA)	10/15/2019
PHC-113:	Jury Duty	10/15/2019
PHC-114:	Funeral Leave	10/15/2019
PHC-115:	Employment of Relatives	10/15/2019
PHC-116:	Overtime and Holiday Pay	01/01/2023
PHC-117:	Death of an Individual	05/29/2024
PHC-118:	ISP Implementation Strategies and Planning	03/28/2024
PHC-119:	False Claims Act	03/11/2020
PHC-120:	Void	
PHC-121:	Internal Application	02/17/2022
PHC-122:	Void	
PHC-123:	Timekeeping	08/01/2023
PHC-124:	Confidentiality	09/20/2022
PHC-125:	Billing for Services Rendered	03/01/2024
PHC-126:	Human Resources Personnel Files	05/29/2024
PHC-127:	Social Media Policy	05/29/2024
PHC-128:	General Business Practices	05/29/2024
PHC-129:	Fleet/Personal Vehicle Automobile Insurance	10/01/2024
PHC-130:	Workman's Compensation	11/01/2024
PHC-131:	Acceptable Use of Technology	04/17/2025

# Palmer's Home Care, LLC

## Policy and Procedure Index

### General Policies

Policy #	Name	Revision Date
PHC-200:	Abuse and Neglect	3/28/20024
PHC-201:	Adequate Documentation	10/15/2019
PHC-202:	Diet and Nutrition Education	10/15/2019
PHC-203:	Dress Code	10/15/2019
PHC-204:	Emergency Preparedness	04/29/2021
PHC-205:	Event Reporting	01/01/2024
PHC-206:	Freedom of Movement	09/12/2022
PHC-207:	HELP Protocol/Community RN Notification	01/09/2024
PHC-208:	Individual Safety and Home Environment Oversight	05/29/2024
PHC-209:	Individual Grievance	04/17/2025
PHC-210:	Infection Control and Prevention	12/28/2023
PHC-211:	Medical Care/Informed Consent/Research	02/12/2024
PHC-212:	Medication Administration	02/14/2025
PHC-213:	Advocating and Protecting Individual Rights	01/01/2024
PHC-214:	Person Centered Planning	10/15/2019
PHC-215:	Professionalism	10/15/2019
PHC-216:	Due Process/Right Restriction	06/11/2025
PHC-217:	Use of Medical Marijuana by Individuals Supported	09/18/2020
PHC-218:	Pandemic	12/11/2023
PHC-219:	Public Water Supply	02/13/2024
PHC-220:	Behavior/Crisis Management	12/29/2023
PHC-221:	Admissions/Discharge	02/01/2024
PHC-222:	Day Habilitation Transportation Rate Determination	03/01/2024
PHC-223:	Remote or Virtual Service Monitoring	06/12/2024
PHC-224:	Individual & Guardian Survey	03/18/2024
PHC-300:	Employment Policy	08/05/2021
PHC-301:	Out of Home Respite	10/10/2023
PHC-302:	ABA and Behaviors Therapy Services	06/01/2024