

Administrative Policies

Policy #	Name	Revision Date
PHC-100a	Management, Administrative & Office Employees Paid Time Off (PTO)	12/29/2025
PHC-100b	Earned Time Off (ETO) Hourly Employees	12/15/2025
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 and Payroll	11/11/2024
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

General Policies

Policy #	Name	Revision Date
PHC-200	Abuse and Neglect	3/28/2024
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	04/15/2025
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