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ADDENDUM

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**SUBJECT: Organizational Chart**

Policy: The home care agency will have an organizational chart that clearly delineates the chain of command and reporting responsibility.

Practice/Procedure/Implementation:

1. The organizational chart will assist the organization by presenting a clear line of communication that will designate responsibility and accountability through out the agency.
2. All staff will receive a copy of the organizational chart as part of orientation. In addition, each employee will be given:
  - a. a copy of his/her position description;
  - b. the opportunity to meet with the appropriate supervisor to clarify and discuss the position, description and responsibilities.
3. As lines of responsibility change, position descriptions may need revision. As this occurs a new organizational chart will be developed and distributed.

Your Agency's Name Here

**SUBJECT:           By-Laws**

Policy:           The business and operations  
                    of the home care agency are  
                    governed under the direction  
                    of a Board of Directors  
                    according to written by-  
                    laws.

**SUBJECT : Board of Directors**

Policy: The home care agency is governed by a Board of Directors ( governing authority ) that will convene minimally on an annual basis and more often as necessary.

Practice/Procedure/Implementation:

1. The Board of Directors is responsible to:
  - a. - have full legal authority and responsibility of the operations of the agency;
  - b. - ensure compliance of the agency with all applicable federal, state, and local statutes, rules and regulations;
  - c. - ensure prompt submission of all records and reports;
  - d. - adopt and periodically review written policies regarding the management and operation of the agency and provision of services;
  - e. - make available to the public information concerning services it offers, the geographic area in which these services are available, the charges and payment mechanisms available for services;
  - f. - responsible for all financial functions of the agency;
  - g. - appoint an executive officer/administrator to be responsible for the day to day activity;