



The Johns Hopkins Home Care Group Human Resources Policy Manual

Subject: Performance Appraisals

Policy Number

HR-101

Effective Date

01/01/05

Revised

Replaces

Page 1 of 4

POLICY

All Johns Hopkins Home Care Group employees will be evaluated at periodic intervals based on his/her job description and not less than annually.

Purpose

To define the policy and procedure and guidelines of Johns Hopkins Home Care Group with respect to a common and consistent program of completing performance appraisals for all employees. To provide a consistent process, in compliance with JCAHO and HCFA standards.

Content

A performance appraisal is intended to document and maintain satisfactory performance as a part of an individual employee by:

- A. Providing a means of measuring an employee's effectiveness on the job.
- B. Identifying areas where an employee is in need of training or improving.
- C. Maintaining a high level of motivation through feedback and the setting of specific goals on the basis of this feedback.

Employees are responsible for working with their supervisors on an ongoing basis to develop and maintain a clear performance plan defining various performance expectations and their relative priority.

I. DEFINITIONS

- A. A performance appraisal is any judgement or decision that affects an employee's status in an organization regarding retention, termination, promotion, transfer, salary adjustment or admission into training programs.
- B. A performance appraisal is an assessment of the quantity, quality and value of an individual's contribution to Johns Hopkins Home Care Group based on performance of essential functions and/or responsibilities.
- C. Performance appraisals are based upon the employee's performance as it relates to his/her specific written job description.

Policies And Procedures Manual For Nonmedical Homecare

J Dewey



Policies And Procedures Manual For Nonmedical Homecare:

Manual of Policies and Procedures California. Department of Social Services,1992 *How To Structure Your Home Care Agency* Robin Kilby ,2021-12-16 Have you ever daydreamed about starting a non medical homecare agency Or have you begun the journey and have questions about the next steps in your journey This E book was specially designed for entrepreneurs homecare agency owners and aspiring homecare owners in mind What will you gain from this E book A wealth of information tips and resources that will be a guide in achieving your goals no matter where you are in your Homecare Building journey Starting a business can be challenging and rewarding all at the same time but this E book will point you in the right direction What You Will Learn Setting up your business structure and EIN Resources for Business Plan Templates Resources for Branding your Business Getting Registered with the Secretary of State Obtaining your business license What is needed to open a business bank account Resource available for trademarking your business Establishing Business Accounts Establishing Employer Accounts Onboarding Caregivers Onboarding Clients Referral Sources for Clients Resources for the Licensure Process Additional Tips Resources and Referral Sources This E book includes a checklist for small business start ups and a Homecare Essentials checklist tailored just for your non medical homecare agency **The Massachusetts Register** ,2017-05-05 **CMR** ,2020 Archival snapshot of entire looseleaf Code of Massachusetts Regulations held by the Social Law Library of Massachusetts as of January 2020 *2012 Comprehensive Accreditation Manual for Home Care (Camhc)* Jcr,2012 *The Family Caregiver's Manual* David Levy,2016-04-04 A complete step by step guide offering problem solving and coping skills applicable to every caregiver s unique circumstances Drawing from over twenty five years of experience Levy provides caregivers with a model for effective planning and problem solving focusing on the nonclinical aspects of caregiving which are often neglected by medical professionals Caring for young and old victims of disability illness and chronic disorders Finding ways to make our healthcare system work Assembling core information about a loved one s life Developing a realistic view of how much care a loved one needs today and may need tomorrow and understanding that continuum of care Locating resources that can make a difference in making sure a loved one s care needs are met Finding a good family caregiver support group Overcoming the roadblocks the caregiver s feelings of distress and failure can create Taking a practical approach to that overused phrase Take care of yourself David Levy JD is a gerontologist and a recognized family caregiver expert Levy holds a Doctor of Jurisprudence and is a Florida Supreme Court Certified Family Mediator in family caregiving and a certified Family Conflict Dynamics Profiler He facilitates weekly family caregiver support groups and counsels family caregivers both pro bono and privately *The New School Health Handbook* Jerry Newton,Richard Adams,Marilyn Marcontel,2002-09-18 This fully updated edition spells out what action school personnel should take when faced with specific physical emotional and behavioral problems Covering everything from the common cold to trauma it helps school personnel make decisions that protect student health and prevent litigation Plus this new third edition offers

expanded information on mental health special education teen pregnancy STDs and more *2012 Standards for Home Health, Personal Care and Support Services, and Hospice* Jcr,2011-11 A great resource for your home care and hospice staff The new 2012 Standards for Home Health Personal Care and Support Services and Hospice can help you quickly and easily find the standards and scoring information you need It puts the latest accreditation requirements policies and procedures at your fingertips It also includes scoring information at every element of performance including scoring category criticality documentation requirement and Measure of Success The 2012 Standards for Home Health Personal Care and Support Services and Hospice has color coded tabs allowing you to find exactly what you need when you need it The 2012 standards National Patient Safety Goals and Accreditation Participation Requirements only for home health personal care and support services and hospice organizations Updated accreditation process chapter which includes new decision categories and the 2012 home care accreditation decision rules and sentinel events chapter Applicability grids at each standard to identify setting specific requirements for your home health personal care and support services or hospice organization An appendix listing Medicare requirements for hospice This 6 x 9 softcover spiral bound book makes a perfect reference guide handy in meetings for orientation and training and as a practical overview of the Joint Commission s accreditation requirements for all your staff Handbook of Home Health Care Administration Marilyn D. Harris,2015-09-22 Handbook of Home Health Care Administration Sixth Edition is a comprehensive text that reflects the current state of home health care administration With contributions from leading experts in the field it addresses key aspects of home health care including finance human resource development legal and ethical issues management information systems marketing quality management research and current technology for patient care *Kentucky Administrative Regulations Service* ,1990 *The Effective Health Care Supervisor* Charles R. McConnell,2018-02-01 The Ninth Edition of this best selling text continues to offer proven hands on practical applications of both classic and current management principles in the healthcare setting Packed with strategies techniques and tools to build or reinforce your management skills and meet the never ending challenges that one may face daily as a healthcare supervisor students and professionals alike will benefit from this classic guidebook that is now more reader friendly and accessible CMSA's Integrated Case Management Rebecca Perez,2023-08-11 Developed by the Case Management Society of America CMSA this manual provides case managers with the essential tools necessary to successfully support quality patient care within today s complex healthcare system This updated and revised second edition addresses the role of the case manager and unpacks how to assess and treat patients with complex issues including those who are challenged with medical and behavioural conditions and poor access to care services as well as chronic illnesses and disabilities and require multidisciplinary care to regain health and function With a wealth of information on regulatory requirements new models of care integration of services and new performance measures chapters outline the steps needed to begin implement and use the interventions of the Integrated Case Management approach Written by case managers for

case managers this practical manual presents the CMSA tested approach toward systematically integrating physical and mental health case management principles and assessment tools As the healthcare field continues to increase in complexity and given the constantly changing regulatory environment healthcare workers must know how to integrate those new regulations describe alternative payment options and implement requirements for greater patient and family assessment care planning and care coordination in their practice New to This Edition Increased coverage and focus on Social Determinants of Health New chapters on support specialty populations including veterans trauma survivors maternal child health children with special healthcare needs Simplified terminology and presentation of CMSA Assessment Grid and process Key Features Aligned with the Model Care Act the CMSA Standards of Practice and the CMSA Core Curriculum for Case Management Assists case managers enhance their ability to work with complex patients and learn how to apply new evidence based assessments as it fosters safe and high quality care Teaches case managers to evaluate patients for medical and mental health barriers in order to coordinate appropriate integrated interventions and treatment planning Integrates biological psychological social and health system assessment Supports care of adult elderly and pediatric patient populations with complex issues

Clearinghouse Review ,1990 A Manual of Policies and Procedures for Home Health Care South Carolina. Bureau of Home Health Services,1984 Federal Register ,1994-12-19 **The Integrated Case Management Manual** Roger G. Kathol,Rachel L. Andrew,Michelle Squire,Peter J. Dehnel,2018-06-14 Thoroughly revised and updated since its initial publication in 2010 the second edition of this gold standard guide for case managers again helps readers enhance their ability to work with complex multimorbid patients to apply and document evidence based assessments and to advocate for improved quality and safe care for all patients Much has happened since Integrated Case Management ICM now Value Based Integrated Case Management VB ICM was first introduced in the U S in 2010 The Integrated Case Management Manual Valued Based Assistance to Complex Medical and Behavioral Health Patients 2nd Edition emphasizes the field has now moved from complexity assessments to outcome achievement for individuals patients with health complexity It also stresses that the next steps in VB ICM must be to implement a standardized process which documents analyzes and reports the impact of VB ICM services in removing patient barriers to health improvement enhancing quality and care coordination and lowering the financial impact to patients providers and employer groups Written by two expert case managers who have used VB ICM in their large fully disseminated VB ICM program and understand its practical deployment and use the second edition also includes two authors with backgrounds as physician support personnel to case managers working with complex individuals This edition builds on the consolidation of biopsychosocial and health system case management activities that were emphasized in the first edition A must have resource for anyone in the field The Integrated Case Management Manual Value Based Assistance to Complex Medical and Behavioral Health Patients 2nd Edition is an essential reference for not only case managers but all clinicians and allied personnel concerned with providing state of the art value based integrated case

management **Monthly Catalog of United States Government Publications** , *Cumulated Index Medicus* ,1980

Comparative Health Information Management Ann H. Peden,2005 No other health information management book covers health care practice in such a wide variety of settings From ambulatory care to long term care from dental practice to veterinary practice from home health care to health care in correctional facilities Comparative Health Information Management Second Edition provides a comprehensive survey of current health information practice Each chapter includes didactic aids as well as opportunities for more in depth analysis of subject matter to enhance learning Monthly Catalog of United States Government Publications, Cumulative Index United States. Superintendent of Documents,1976

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