



Henry County Health Center

Administrative Policy Manual

Table of Contents

Section 1.	Purpose
1.1	Mission Statement
Section 2.	Board of Trustees of the Henry County Health Center
2.1	Election of Trustees
2.2	Meetings of the Board of Trustees
2.3	By-Laws of the Henry County Health Center
2.4	Procurement Standards, Conflict of Interest
Section 3.	Foundations for Public Health Practice
3.1	County Regulations
3.2	Missouri Revised Statutes
3.3	Missouri Department of Health Core Public Health Functions for Local Health Centers
3.4	Missouri Department of Health Rules
3.5	Physician Standing Orders
Section 4.	Administration
4.1	Annual Administrative Evaluation Process
4.2	Annual Report to the Board of Trustees of Activities to be Undertaken during the Year
4.3	Donations and Fees
4.4	Payroll and Bill Paying
4.5	Fiscal Liability Control
4.6	Use of the Health Center Equipment
4.7	Purchasing Procedures
4.8	Operating Reserve and Investment Policy
4.9	Property and Equipment (Capitalization)
4.10	Property Inventory
4.11	Records Retention
4.12	Requests for Public Records
4.13	Requests for Individual Medical Records and Confidentiality of Patient Records
4.14	Public Information Management during an Uncommon Public Health Event or Emergency
4.15	Recovery of Administrative Records after Disaster

- 4.16 Bid Process for Goods and Services
- 4.17 Construction: Change Order Approval

Section 5. Communicable Disease Control

- 5.1 Investigating Locally Reported Illnesses
- 5.2 Implementing Local Control Measures
- 5.3 Testing Individuals for Communicable Diseases
- 5.4 TB Screening
- 5.5 Reporting Test Results to Individuals
- 5.6 Disease Surveillance

Section 6. Community Services

- 6.1 Blood Pressure Screenings
- 6.2 Referrals to Community Agencies and Providers
- 6.3 Community Health Assessment
- 6.4 Women Infants and Children services (WIC)
- 6.5 Free Testing for STI/HIV and Pregnancy

Section 7. Emergency Response Services

- 7.1 Emergency Response Officer
- 7.2 Emergency Response Team
- 7.3 Food Spills

Section 8. Environmental Public Health Services

- 8.1 On-Site Sewage
- 8.2 Food Service Inspections
- 8.3 Child Care Inspections
- 8.4 Lodging Inspections
- 8.5 Water Testing – Deleted March, 2014
- 8.6 Blood Lead Level Screening
- 8.7 Lead Case Management
- 8.8 Food Service Complaints
- 8.9 Sewage Complaints

Section 9. Health Education and Promotion

- 9.1 Health Fairs
- 9.2 Requests for Programs
- 9.3 Breastfeeding Instruction
- 9.4 Car Seat Training and Distribution

Section 10. Immunizations

- 10.1 Childhood Immunizations
- 10.2 Adult Immunizations
- 10.3 Reminder/Recall System
- 10.4 WIC Chart Review
- 10.5 Influenza Immunizations

Section 11. Office Services

- 11.1 Pregnancy Testing
- 11.2 Head Lice Screening
- 11.3 Blood Pressure Screening
- 11.4 Cholesterol Testing
- 11.5 Vision, Hearing, and Tympanogram Screening
- 11.6 Women’s Health Services
- 11.7 Dispensing Drugs
- 11.8 Blood Sugar Screening
- 11.9 Voter Registration
- 11.10 Allergy and B12 Shots

Section 12. Safety and Security Issues

- 12.1 Emergency Evacuation Procedure
- 12.2 Visitors Policy

Section 13. Staff Training

- 13.1 Staff Training

Section 14. Vital Records

- 14.1 Receiving Birth and Death Certificates
- 14.2 Distributing Birth and Death Certificates
- 14.3 Verification of Information for Agencies
- 14.4 Genealogical Research
- 14.5 Employee Responsibilities

The Missouri State Statutes referenced in this manual can be found online at the website: <http://www.moga.mo.gov/htmlpages2/statuteconstitutionsearch.aspx>

Section 1:	Purpose
1.1	Mission Statement
Date Adopted:	January 30, 2007

Mission

of

Henry County Health Center

“To create a stronger community by promoting health, providing quality resources, and protecting the overall wellness of Henry County.”

Henry County Health Center Administrative Policy Manual

Section 2: Board of Trustees of the Henry County Health Center
2.1 Election of Trustees
Date Adopted: February 2022

The Election Day for political subdivision officers is the first Tuesday after the first Monday in April each year and is known as the general municipal Election Day.

The opening date for filing for office is 8:00 a.m. on the fifteenth Tuesday prior to an election. The Health Center administrator shall notify the public of the opening filing date, the office(s) to be filled, the proper place for filing, and the closing filing date of the election, by legal notice in at least one newspaper in the county.

The Health Center administrator shall notify the county clerk prior to 5:00 p.m. on the tenth Tuesday prior to the election, in writing, with a certified copy of the legal notice to be published.

Summary of election dates

Publish notice	Prior to fifteenth Tuesday prior to the election
Filing opens	8:00 a.m. fifteenth Tuesday prior to election
Filing closes	5:00 p.m. eleventh Tuesday prior to election
Notify county clerk of need to participate in election	Before 5:00 p.m. tenth Tuesday prior to election
General municipal election	First Tuesday after the first Monday in April
Elected trustees take office	Within ten days after election

If a current trustee is not able to complete their term, or know that they will not reapply for an additional term, they will work with the Administrator to seek a replacement candidate. This candidate must be a Henry County resident that believes in the mission of Public Health, and is in alignment with the needs of all county residents.

If there are not enough candidates filing, the Henry County Health Center board will propose a trustee for the commissioners to appoint to fill any vacancies. Appointed trustees will serve until the next municipal election when a trustee will be elected to fill the remainder of the expiring term.

After the election, Health Center trustees serve for a term of four years, beginning with the April meeting after the election.

Any vacancy in the board of trustees caused by removal, resignation, or other cause shall be reported to the county commissioners. The Henry County Health Center board will propose a trustee for the commissioners to appoint to serve until the next municipal election when the vacancy will be filled by election of a trustee to serve during the remainder of the term of his/her predecessor.

If the number of candidates is no greater than the number of positions to be elected, no election shall be held, and the candidates shall assume the responsibilities of the office at the same time and same manner as if they had been elected. An election must still be held even if a number of candidates withdraw so that the number of candidates is equal to the number of positions to be filled.

References

- RSMO 115.121-127
- RSMO 205.031-041

Section 2:	Board of Trustees of the Henry County Health Center
2.2	Meetings of the Board of Trustees
Date Adopted:	January 30, 2007

According to Missouri law, all meetings of public governmental bodies are to be open to the public unless otherwise provided by law.

A meeting may be closed only with a majority public vote of a quorum of the board of trustees. The vote of each member on the question of closing the public meeting shall be announced in the open meeting and entered into the minutes. A notice shall be given for any proposed closed meeting stating the reason as allowed in RSMO 610.021. Any votes taken during a closed meeting shall be taken by roll call. The results of a closed session meeting may be recorded in the minutes of the open meeting.

The administrator of the Health Center shall post notice of the time, date, and place of each meeting of the board of trustees, and its tentative agenda. The notice shall be posted at least twenty-four hours, excluding holidays and weekends, prior to the meeting. Reasonable notice shall be given to any representative of the news media who requests notice of meetings.

The board of trustees is authorized by Missouri law to close meetings for stated reasons, including:

- Discussion of legal actions
- Leasing, purchasing, or selling real estate
- Hiring, firing, disciplining, or promoting of particular employees
- Software codes for electronic data processing
- Specifications for competitive bidding
- Sealed bids and related documents, until the bids are opened
- Individually identifiable personnel records
- Records protected from disclosure by law
- Confidential communications between the board and its auditor

References

- RSMO 610.011
- RSMO 610.015
- RSMO 610.021

Section 2:	Board of Trustees of the Henry County Health Center
2.3	By-Laws of the Henry County Health Center
Date Adopted:	January 30, 2007
Date Revised:	April 15, 2019

Henry County Health Center

Established by the voters of Henry County on November 2, 1976

BY-LAWS OF THE BOARD OF HEALTH CENTER TRUSTEES OF HENRY COUNTY, MISSOURI

The Board of Health Center Trustees of the Henry County Health Center (“Health Center”), hereinafter called the Board of Trustees, having been created by a vote of the people of Henry County, Missouri, in accordance with Sections 205.010 to 205.150 Revised Statutes of Missouri, 1949, as amended by House Bill No. 307, of the 66th General Assembly of Missouri, do at this moment establish these by-laws for their guidance and the operation of the Health Center.

SECTION 1 – ORGANIZATION

ARTICLE 1. These by-laws shall become effective and binding upon the Board of Trustees immediately upon their adoption. Three affirmative votes shall be required for the adoption of these by-laws.

ARTICLE 2. Any of the by-laws may be rescinded or amended at any regular meeting of the Board of Trustees. Three affirmative votes shall be required for such action.

ARTICLE 3. The officers of the Board of Trustees shall be Chair, Vice-Chair, Secretary, and Treasurer. (RSMO 205.042.1) The Trustees will elect officers during the April meeting, and these officers shall serve a one-year term.

ARTICLE 4. New Trustees shall sign a confidentiality statement.

ARTICLE 5. New trustees will qualify by taking the oath of civil officers within ten days of their election. (RSMO 205.042.1)

ARTICLE 6. All personnel and all persons approaching or coming within the Health Center, and all furniture and other articles used or bought there shall be subject to the rules and regulations of the Board of Trustees. (RSMO 205.042.7)

SECTION II – MEETINGS

ARTICLE 1. The Board of Trustees will hold meetings at least once each month. Three members of the Board shall constitute a quorum for the transaction of business. (RSMO 205.042.5)

ARTICLE 2. The mutual agreement may change the next regular meeting date and time at the preceding meeting.

ARTICLE 3. The Chair may call special meetings at any time, within the limits established by the Missouri Sunshine Law. All members must be notified of such special meetings at least one day prior to such meetings.

ARTICLE 4. The Chair shall preside at all meetings. In the absence of the Chair, the Vice-Chair shall preside; in the absence of both the Chair and the Vice Chair, the Secretary shall preside.

ARTICLE 5. The Administrator of the Health Center shall be present at all regular meeting of the Board of Trustees, and any other person directed by the Chair or Administrator.

ARTICLE 6. The Secretary of the Board shall be responsible that a complete record is kept of all proceedings of the Board. The actual recording and preparation of such a record shall be the duty of an employee of the Health Center, except when otherwise noted. (RSMO 205.042.5)

ARTICLE 7. The Treasurer of the Board and Administrator shall not be bonded.

ARTICLE 8. All Board meetings are open as provided by the Missouri Sunshine Law, except as allowed to be held closed by law. (RSMO 610.010 to 610.030)

SECTION III – FISCAL

ARTICLE 1. The Chair, Vice Chair, or Treasurer may approve all payment for expenditures without formal action by the Board of Trustees, in the manner outlined in the Administrative Policy Manual. All checks for payment of expenditures shall be signed by the Treasurer, Administrator, and Chair with each check requiring at least two signatures of the persons above.

ARTICLE 2. The Administrator will not be required to secure approval for purchases or expenses, as long as total expenditures remain within the approved budget, except as follows:

- Any purchase over \$1,000.00, which was not in the approved budget, must be approved by the Board at a monthly Health Center Board meeting.

- In the case of a natural or man-made emergency or disaster, the administrator has the authority to make purchases up to \$15,000.00.
- For any item exceeding \$4,500.00, the Administrator shall follow the Health Centers Administrative Policies regarding the procurement process and will gain approval from the board prior to purchasing.

ARTICLE 3. The Board of Trustees will determine the rate of the tax levy, not to exceed the level established by the voters in the amount of .10 on \$100.00, annually at the August meeting. (RSMO 205.050)

SECTION IV – OPERATIONS AND ADMINISTRATION

ARTICLE 1. The Health Center is established, maintained, and operated for the improvement of the health of all inhabitants of Henry County. (RSMO 205.050)

ARTICLE 2. The Board of Trustees shall handle developing and approving Public Health Policy for the Health Center and shall review all policies on an annual basis. The Administrator shall handle implementing policy in the day-to-day practice.

ARTICLE 3. At the regular meeting of the Board of Trustees, professional personnel shall present to the Board of Trustees a summary of the major public health programs and activities to be undertaken during the year. Such programs may be revised by the Board of Trustees, as they deem necessary. Upon approval by the Board of Trustees, these programs shall constitute the official directives of the Board of Trustees for the following year's operations. Activities may be added to or deleted from these directives at any time by the Board of Trustees.

ARTICLE 4. No public health activity capable of having a controversial or disturbing influence upon any appreciable portion of the county shall be undertaken by any of the health center personnel without prior approval of the Board of Trustees. This article shall not, however, restrict Health Center personnel from acting on their initiative in case of an emergency involving a direct threat to life or health.

ARTICLE 5. A member of the Board of Trustees shall visit the Health Center at least twice each month. (RSMO 205.042.6)

ARTICLE 6. Each professional member of the Health Center shall submit to the Administrator a summary of activities for the preceding month. The Administrator shall present to the Board of Trustees, at the regular meeting, a summary of activities for the preceding month.

ARTICLE 7. An annual report of the activities of the Health Center for each calendar year shall be prepared under the direction of the Administrator. A draft copy of such report shall be submitted to the Board of Trustees not later than the February meeting of the Board of Trustees. Upon approval by the Board of Trustees, this report shall be reproduced and distributed to interested persons and agencies as may be directed by the Board of Trustees. On or before the seventh day of January in each year, the Board of Health Center Trustees shall file with the county commission a report of their proceedings regarding the Health Center, and a sworn statement of all receipts and expenditures during the preceding calendar year. (RSMO 205.090.1)

ARTICLE 8. The Administrator of the Health Center shall be selected by the Board of Trustees.

ARTICLE 9. The authority and responsibility of the Administrator are not necessarily limited to, but shall include the following:

- a) Health Officer for the county health center (RSMO 205.100)
- b) Responsible for administrative contracts with health councils or county courts.
- c) The title of Administrator is to be used in all administrative matters; professional title to be used otherwise.
- d) Responsible for office equipment and supplies.
- e) Maintenance of office equipment, repairs, etc.
- f) Inventories, etc.
- g) The Administrator handles clerk keeping all administrative records for office as a whole, time sheets, payrolls, etc.
- h) Approval and payment of expense accounts.
- i) The Administrator handles the assembly of reports for the department as a whole, not a specialized field.
- j) All correspondence, unless marked personal, is to be opened by the Administrator, or a person delegated by the Administrator, and distributed to the proper person.
- k) The Administrator is not responsible for technical supervision of personnel or other professions.

ARTICLE 10. Personnel of the Health Center may be hired by the Administrator to fill vacancies in existing positions as long as compensation does not exceed the budgeted amount. The Administrator may discharge employees when the discharge is consistent with personnel policy of the Health Center. The Board of Trustees shall set the compensation for all personnel of the Health Center. (RSMO 205.042.4) Qualifications of all persons employed in the Health Center will be at least equal to the minimum standard of qualifications as set forward by the Missouri Department of Health and Senior Services. (RSMO 205.110) (See Personnel Manual of the Henry County Health Center)

ARTICLE 11. All personnel of the Health Center shall be subject to the rules outlined in the Personnel Manual of the Health Center.

ARTICLE 12. The Bookkeeper shall handle all funds received by the Health Center with oversight by the Treasurer of the Board. He/she shall maintain such depositories as deemed necessary by the Board of Trustees. He/she shall give to the Board at each monthly meeting a report of the financial status of the Health Center.

ARTICLE 13. No trustee shall receive any compensation for his services performed, but he may receive reimbursement for any cash expenditures made for personal expenses incurred as such trustee. An itemized statement of all such expenses and money paid out shall be made under oath by each of such trustees, filed with the Secretary, and allowed only by majority vote of the trustees present at a meeting of the Board. (RSMO 205.042.2)

ARTICLE 14. The Board of Trustees shall make and adopt such by-laws, rules and regulations for their guidance and for the government of the Henry County Health Center as may be deemed expedient for the economic and equitable conduct thereof. The Board of Trustees shall have the exclusive control of the expenditures of all monies collected to the credit of the Health Center Fund, and of the purchase of site or sites, the purchase or construction of any Health Center buildings, and of the supervision, care and custody of the grounds, rooms or buildings purchased, constructed, leased or set apart for that purpose. All monies received for the Health Center shall be deposited to the credit of the Health Center fund, and paid out only upon warrants ordered drawn by the Treasurer of the Board of Trustees upon properly authenticated vouchers of the Board of Trustees. (RSMO 205.042.3)

ARTICLE 15. The Board of Trustees may enter into contracts and agreements with federal, state, county, school, and municipal governments, and with private individuals, partnerships, firms, associations and corporations for the furtherance of health activities, except as hereafter prohibited. (RSMO 205.042.9)

ARTICLE 16. The Board of Trustees shall not enter into contracts for the private practice of medicine, nor shall any of its personnel practice medicine nor dispense drugs, vaccines or serums for personal gain, nor shall facilities be used for such purposes in any way except as it may be necessary and agreed upon between the Board of Trustees and county court or courts for the care of the indigent for whom the court or courts may be responsible, or except in furtherance of diagnostic and communicable disease control programs. (RSMO 205.060)

ARTICLE 17. Any person, firm, organization, society or corporation desiring to make donations of money, personal property or real estate for the benefit of such Health Center shall have the right to vest title of such property so donated, in the county or counties, to be controlled when so accepted by the Board of Trustees according to the terms of deed, gift, devise or bequest of such property. (RSMO 205.070)

ARTICLE 18. The Board of Trustees shall prepare and submit to the county budget officer a budget for the ensuing year at the time and in the manner provided by the county budget law applicable to such county. (RSMO 205.090.2)

ARTICLE 19. The Board of Trustees will make decisions regarding the purchase of plans for suitable retirement, health, and life insurance for the Administrator and employees of the Health Center as part of their compensation, and the employer's cost of such plans will be paid by the treasurer of the Board in the same manner as other expenses of the Health Center are paid. (RSMO 205.115)

ARTICLE 20. Each school of healing licensed by the State of Missouri shall have equal rights in the Henry County Health Center. (RSMO 205.120) Amended and Revised: January 24, 2006; January 30, 2007; December 18, 2007; September 30, 2008, February 23, 2010, April 26, 2012, September 28, 2015.

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Henry County Health Center Administrative Policy Manual

Section 2:	Board of Trustees of the Henry County Health Center
2.4	Procurement Standards, Conflict of Interest
Date Adopted:	March 19, 2018

In accordance with 2 C.F.R. §200.18(c)(1), the Henry County Health Center (HCHC), maintains the following standards of conduct covering conflicts of interest in regards to the selection, authorization, and administration of contracts.

No board member may participate in the selection, award, or administration of a contract supported by a federal or state award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the board member, and any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

The board members of HCHC may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties unless the gift is an unsolicited item of nominal value, less than \$25.00 of monetary value. HCHC will strive to conduct all business transactions and business relationships free of impropriety and all board members must act in a fair and impartial manner in all HCHC business dealings. If an HCHC board member believes that his or her participation in a board decision might be considered a conflict of interest yet fails to recuse him or herself from the vote, this would be grounds for disciplinary action.

Failure to adhere to any portion of the above policy by any board member will result in disciplinary action, including removal from the board, and will be addressed by the remainder of the board members at the next HCHC board meeting.

Henry County Health Center Administrative Policy Manual

Section 3: Foundations for Public Health Practice
3.1 County Regulations
Date Adopted: January 30, 2007
Date Revised: August 7, 2015

Section 192.300, RSMO grants County Health Center Boards the authority to:

“...make and promulgate orders, ordinances, rules or regulations, respectively as will tend to enhance the public health and prevent the entrance of infectious, contagious, communicable or dangerous diseases into such county, but any orders, ordinances, rules or regulations shall not be in conflict with any rules or regulations authorized and made by the department of health in accordance with this chapter or by the department of social services under chapter 198,RSMO...”

To review the Missouri Statutes that relate to Public and/or County Health go to: <http://www.moga.mo.gov/mostatutes/chapters> or go to henrycohealth.org for a link to the information.

Henry County Health Center Administrative Policy Manual

Section 3:	Foundations for Public Health Practice
3.2	Missouri Revised Statutes
Date Adopted:	January 30, 2007
Date Revised:	February 23, 2010

According to Missouri law, “the public health center is established, maintained and operated for the improvement of the health of all inhabitants of said county or counties,” and for the furtherance of diagnostic and communicable disease control programs.

To consult Missouri statutes, see the Notebook of Missouri Statutes in the administrator’s office, or consult the Missouri Government web site at: www.mo.gov.

References

- RSMO 205.050-060

Section 3:	Foundations for Public Health Practice
3.3	Missouri Department of Health and Senior Services Core Public Health Functions for Local Health Centers
Date Adopted:	January 30, 2007
Date Revised:	May 24, 2012

The Center for Local Public Health, Missouri Department of Health and Senior Services, has defined the basic responsibilities for local Health Centers as:

Assessment

1. Collecting health-related data
2. Analyzing health data to determine health status and resources
3. Providing health status and resources information to the public
4. Managing health-related data and information

Policy Development and Planning

5. Planning for healthy communities
6. Formulating and analyzing health policy
7. Establishing legal authority of public health agencies
8. Implementing effective public health policies
9. Evaluating the effectiveness of policy decisions

Assurance

10. Protecting the health of Missouri citizens
11. Preventing the occurrence of diseases in Missouri
12. Promoting health in the community and state
13. Assuring quality standards for public health services
14. Assisting Missourians to access healthcare

References

- Defining Public Health in Missouri, 1999, Center for Local Public Health Services, Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 3: Foundations for Public Health Practice
3.4 Missouri Department of Health Rules
Date Adopted: January 30, 2007
Date Revised: August 7, 2015

The following Department of Health and Senior Services Manuals shall serve as references for Missouri Department of Health rules:

Childcare Sanitation Inspection Manual

Communicable Disease Investigation Reference Manual,

Environmental Health Operational Guidelines, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services

Epidemiology and Prevention of Vaccine-Preventable Diseases,

General Communicable Disease Manual, Missouri Department of Health and Senior Services

Immunization Guidelines, Bureau of Immunization, Missouri Department of Health and Senior Services

Laboratory Services Manual, State Public Health Laboratory, Missouri Department of Health and Senior Services

Lead Manual, Missouri Department of Health and Senior Services

Local Registrar's Training Manual, Missouri Vital Records Program, Missouri Department of Health and Senior Services

Public Health Nursing Manual, Missouri Department of Health and Senior Services

Public Health Vaccine Delivery System, Section of Vaccine-Preventable and Tuberculosis Disease Elimination, Missouri Department of Health and Senior Services

STD Manual, Section of STD/HIV/AIDS Prevention & Care Services, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services

Tuberculosis Control Manual, Bureau of TB Control, Missouri Department of Health and Senior Services

WIC Operations Manual, Bureau of WIC, Missouri Department of Health and Senior Services

Website references: <http://www.moga.mo.gov/mostatutes/chapter>

Section 3: Foundations for Public Health Practice
3.5 Physician Standing Orders
Date Adopted: January 30, 2007
Date Revised: March 30, 2010

The Henry County Health Center annually requests standing orders from local physicians for the following:

Immunizations

- Diphtheria, tetanus, and pertussis
- Haemophilus influenza type b
- Hepatitis A
- Hepatitis B
- Human papillomavirus
- Influenza vaccine
- Measles, mumps and rubella
- Varicella
- Pneumococcal conjugate
- Pneumococcal polysaccharide
- Polio
- Rotavirus
- Shingrix
- Moderna

Tests and screening:

- Tuberculin skin tests (TB Tine and PPD)
- STD/STI Screening
- Blood pressure screening
- Hearing and vision screening at local schools
- LabCorp lab draws
- Urine pregnancy testing

Specimens for tests:

- Gonorrhea/Chlamydia urine culture
- HIV testing
- Lead testing
- Syphilis testing

Treatment for:

- Active TB
- Preventive medication for TB reactors

- Gonorrhea
- Chlamydia
- Syphilis
- Acute anaphylaxis or allergic reaction

References

- Physician standing orders

Section 4:	Administration
4.1	Annual Administrative Evaluation
Date Adopted:	February 17, 2020

Purpose:

The purpose of this policy is to establish a procedure for the annual evaluation of the HCHC Administrator. The administrator's performance is closely associated with the overall performance of the organization. The HCHC Board has elected to conduct the administrator's evaluation as a part of an annual cycle of broader organizational evaluation. The annual evaluation will utilize detailed measurements that will lead to the establishment of the following year's goals. Subsequently, these goals will then be built into the plan for the administrator's next year's evaluation.

Performance evaluations for the administrator will be conducted annually in the month of January and shall include 1) self-evaluation performance review approved by the HCHC Board, 2) patients satisfaction survey data, summary, and analysis, and 3) a professional development plan establishing goals for the next performance period related to the data and evaluation results. The administrator will also conduct an annual evaluation of employee satisfaction in the month of June. Data results, summary, and plans related to the employee satisfaction/climate survey will be shared with the HCHC Board of Trustees at the July board meeting.

The administrator will complete and submit the following documents to board appointee no later than December 1st of the year being evaluated: self-assessment performance review, final results of patient satisfaction surveys, and the progress of previously established administrator goals. The HCHC board appointee will compile the information from the reports presented and report the outcome to the board.

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.2	Annual Report to the Board of Trustees of Activities to be undertaken during the Year
Date Adopted:	January 30, 2007
Revised:	August 7, 2015

According to Henry County Health Center By-Laws, the Health Center administrator shall submit to the trustees a report detailing the planned activities of Health Center staff for the following year based on the Health Center Strategic Plan.

The report shall be summarized and presented at the January board meeting for approval by the Board of Trustees.

References

- RSMO 205.091
- By-Laws, Henry County Health Center
- “Services of the Henry County Health Center” brochure

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.3	Donations and Fees
Date Adopted:	January 30, 2007
Date Revised:	May 20, 2019

As a tax-supported institution, the earning capacity of the Henry County Health Center is limited. In order to provide a broader range of services, a nominal fee is charged to cover the cost of administration.

Exceptions

Any activities which are provided as a result of a contractual arrangement with another entity will not be provided if the contractor refuses to pay.

Missouri Law provides for a \$15 fee for birth certificates and a \$13 fee for death certificates, and services may be denied for refusal to pay.

The fees for environmental health services are set by Henry County Health Center. Services will not be provided if the requesting person refuses to provide the fee.

References

- RSMO 205.050

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.4	Payroll and Bill Paying
Date Adopted:	January 30, 2007
Date Revised:	August 7, 2015

The administrator may designate one bookkeeper to be responsible for payroll and bill paying.

The bookkeeper will enter timesheets and print them for employee's signatures. The administrator and/or supervisor will review time sheets and requests for days/ time off for the employees directly reporting to them.

Payroll is approved by the administrator prior to payment. Access to a copy of the employee pay stub will be emailed to the employee via viewmypaycheck.com. Payroll is directly deposited with no exceptions.

The bookkeeper will enter all approved bills, invoices, time sheets, and expense accounts for payment, and prepare checks or ACH (Automated Clearinghouse) report for signature.

The Treasurer and Board Chair will sign the checks. If a second signature is needed the administrator will sign checks. Two signatures are required for checks.

The bookkeeper will prepare an Expenditure Report for all checks and ACH payments being issued with how the money was used. The persons signing the checks will be required to sign the Expenditure Report and ACH Payment Report.

For each bill paid, the bookkeeper will retain a check stub or ACH Report, approved invoice, and supporting documents. The invoice will be stamped "PAID" with date and bookkeepers initials. The bookkeeper will complete the mailing of the expense checks and the processing of ACH transactions.

Section 4:	Administration
4.5	Fiscal Liability Control
Date Adopted:	January 2016

The Henry County Health Center will maintain an updated inventory of all the contents and computers owned by the HCHC, with replacement cost limits. All inventory records will be maintained by the HCHC bookkeeper and will be reviewed annually by the administrator in January.

A fidelity risk is the loss or destruction of money or securities due to theft, fire, dishonesty, or improper appropriation or use of the entity's funds. The prudent use of regular audits and financial reviews should reveal if, where, and when fidelity risks are present. Individuals in positions where money or securities are present will be bonded, and a reputable accounting firm will complete an annual financial audit.

Only the Henry County Health Center's Administrator can sign contracts on behalf of the Henry County Health Center. A thorough review of all contracts and legal documents by Henry County Health Center's legal counsel and MOPERM will reduce exposures in this area. A Certificate of Commercial General Liability (CGL) Insurance naming the entity as an "additional insured" will be requested whenever the Henry County Health Center enters into a contract with a contractor. It is important to remember there is a distinction between being listed as "certificate holder" and being listed as an "additional insured." A "certificate holder" does not automatically have "additional insured" status and, therefore, does not protect the Henry County Health Center.

Tort liabilities often result from alleged actions, errors, or omissions by officials. To reduce exposures in this area, any new statutes, ordinances, procedures, or policies will be thoroughly reviewed by Henry County Health Center's legal counsel prior to adoption.

Employment Practices Liabilities can be reduced by strictly following established written Personnel Policies and Procedures. All employment-related decisions will be thoroughly reviewed by management as well as legal counsel prior to any action being taken.

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.6	Use of Health Center Equipment
Date Adopted:	January 30, 2007
Date Revised:	September 28, 2015

The Health Center does not loan out any of the Health Center equipment unless specified in another administrative policy.

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.7	Purchasing Procedures
Date Adopted:	January 7, 2007
Date Revised:	May 20, 2019

The Board of Trustees shall make tentative approval for operating expenditures and purchases by approving the budget.

The bookkeeper shall order all office supplies. Equipment or medical supplies requires a purchase order to be filled out and signed by the administrator prior to ordering. Once the purchase order has been approved, the order may be placed. The administrator shall approve the purchases of office, medical supplies and equipment that do not exceed \$1,000. Anything over that amount *that has not be approved by the board in the budget*, must be approved by the Henry County Health Center Board of Trustees at a monthly meeting to be voted upon and passed. In the case of a natural or manmade emergency or disaster, the administrator has the authority to make purchases up to \$15,000.

When possible a local (within the county) vendor shall be used if their prices are comparable to our other vendors that are currently used.

All purchases shall have the invoices and supporting documents. The bookkeeper will mark them "PAID", dated and initialed. Also, the check stub or ACH notation will accompany all information and be placed in the vendor's file folder with other invoices of the same company.

For items or services with more than one provider or manufacturer and costs over \$4,500.00, bids shall be obtained. A Request for Proposal will be placed in the local newspaper or secured by going on-line for the items. At least three (3) bids will go to the board for discussion and vote.

In order to avoid conflicts of interest, any related party transactions which can be foreseen shall be discussed and shall be approved or disapproved by the Board of Trustees. If a conflict of interest occurs that includes a member of the Board of Trustees, that trustee shall abstain from voting and discussion, and that will be noted in the minutes of the meeting.

References

- By-Laws of the Henry County Health Center
- RSMO 50.660

Section 4:	Administration
4.8	Operating Reserve and Investment Policy
Date Adopted:	January 25, 2016
Date Revised:	April 20, 2020

The primary objectives of this policy are to establish an operating reserve for Henry County Health Center that will permit the organization to continue to operate during difficult financial times and to establish parameters for investing excess cash.

A. Operating Reserve

- Henry County Health Center will maintain an operating reserve that will be no less than 6 months (minimum) of the annual operating budget. The operating reserve will be reviewed by the Board of Directors at least annually to see if the organization is following this policy.
- A minimum of 25% of the net income of each year will be added to the operating reserve until the minimum reserve balance has been achieved.
- Any reduction of the operating reserve principle must be approved in advance by the Board.

B. Investments

- Since capital preservation and liquidity are the two main objectives for the investment of the operating reserve funds, the portfolio will be one with a short-term focus. Following are the investment guidelines for the investment of the operating reserve fund:
 - Maturity for each investment should be no more than three years.
 - At least 10% of the portfolio should have a maturity of fewer than 190 days.
 - Laddering of investments is desirable.
- Permissible investments for the portfolio are as follows:

- Money Market Funds – these funds should be available upon demand, must be with a financial institution that is insured and must not exceed the insured limit at the institution, plus acceptable pledged instruments.
- Certificates of Deposit – these funds shall be issued by financial institutions that are insured by the FDIC, with amounts exceeding the F.D.I.C. insured level being secured by acceptable pledged instruments.
- The Henry County Health Center administrator is to insure monthly reports of investment performance and investment activity, to include, but not limited to, maturity dates, investment rates, listing and valuation of pledged investments securing the deposits are submitted to the board.
- Acceptable assets to be pledged to secure deposits exceeding FDIC coverage shall consist of the following:
 - Direct obligations of the U.S. Government at 100% of face value.
 - Indirect obligations of the U.S. Government at 105% of face value.
 - Missouri General Obligation Bonds rated A- or higher by Standard and Poor's at 110% of face value
 - General obligation bonds of Non-Missouri Political Subdivisions rated A or higher, by Standard and Poor's at 115% of face value.

C. Authorization

A resolution by the board shall authorize the administrator to implement this investment policy.

D. Responsibilities

The ultimate responsibility for investment oversight resides with the Board of Directors. The administrator shall monitor the investment portfolio for compliance with this policy and the board shall review the policy at least annually. The administrator shall report to the board monthly the investment performance of the operating reserve fund.

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.9	Property and Equipment
Date Adopted:	May 23, 2016

Capitalization Policy

Physical assets acquired with unit costs more than \$1,000.00 will be capitalized as property and equipment on the Agency's financial statements. Items with unit costs below this threshold shall be expensed in the year purchased. Capitalized assets will be reported as expensed for grants if they were so budgeted in the grant application.

Section 4: Administration
4.10 Property Inventory
Date Adopted: May 23, 2016

INVENTORY

Physical Counts

A physical count of inventory of items with a unit cost of \$1,000.00 or more will be performed on an annual basis. Results of the physical inventory will be submitted to the administrator for review.

Inventory Records

Inventory records will be maintained by the bookkeeper according to these procedures and all applicable funding source guidelines. The following information will be kept on file:

- a. Description of property
- b. Funding source purchasing the equipment
- c. Assigned inventory number
- d. Purchase order number
- e. Serial number, when applicable
- f. Date acquired
- g. Cost
- h. Condition of property

The office manager is responsible for compliance in the disposition of equipment and determining the best method for ultimate disposition of property.

Receipt of Newly-Purchased Equipment and Furniture

At the time of arrival, all newly-purchased equipment and furniture shall be examined for obvious physical damage. If an asset appears damaged or is not in working order, it shall be returned to the vendor immediately.

Descriptions and quantities of assets per the packing slip or bill of lading shall be compared to the assets delivered. Discrepancies will be resolved with the vendor immediately.

Repairs of Property and Equipment

Expenditures to repair capitalized assets shall be expensed as incurred if the repairs do not materially add to the value of the property or materially prolong the estimated useful life of the property.

Expenditures to repair capitalized assets shall be capitalized if the repairs increase the value of the property, prolong its estimated useful life, or adapt it to a new or different use. Such capitalized repair costs shall be depreciated over the remaining estimated useful life of the property. If the repairs significantly extend the estimated useful life of the property, the remaining value of the property shall also be depreciated over its new, extended useful life.

Dispositions of Property and Equipment

If equipment is sold, scrapped, donated or stolen, adjustments need to be made to the fixed asset listing and property log. If money is received for the asset, then the difference between the money received and the "book value" (purchase price less depreciation) of the asset will be recorded as a loss (if the money received is less than the book value) or a gain (if the money received is more than the book value).

Write-Offs of Property and Equipment

The administrator will approve the disposal of all capitalized fixed assets that may be worn-out or obsolete. Property that is discovered to be missing or stolen will be reported immediately to the administrator. If not located, this property will be written off the books with the proper notation specifying the reason. All property that is written-off or disposed of will be reported to the board of directors at the next regular meeting.

Henry County Health Center Administrative Policy Manual

Section 4: Administration
 4.11 Records Retention
 Date Adopted: January 30, 2007
 Date Revised May 27, 2008
 Date Revised: January 20, 2020

RECORD	RETENTION PERIOD
<u>Board of Trustees</u>	
Notices of open meetings	3 years
Meeting agendas & Supporting Documents	Permanent
Minutes of meetings	Permanent
Charters and Articles of Incorporation	Permanent
<u>Administrative Records</u>	
Administrative Policy Manual	Permanent and updated
Personnel Manual	Permanent and updated
Correspondence - General	One Year
Incident reports – visitors	10 years
Inventory	Permanent and updated
Legal opinions from attorneys	Permanent – retain until superseded
Memorandums (policy, management, and fiscal)	Completion of the audit
News releases	One year
Surveys	One year
Insurance policies	Until expiration plus six years
Property records	Permanent
Administrative Reports	Completion of the audit
Deeds and Conveyances	Permanent
Ordinances and Resolutions	Permanent
Insurance Policy Records	Retain until canceled or expired, plus 6 calendar years. Retain insurance policy and carrier information until all claims have been settled.
<u>Personnel Records</u>	
Applications for employment	1 year after position filled or recruitment canceled
Position Description, Classification, Compensation Records	3 years after obsolete or superseded
Training Records	Program materials, retain 3 years, 3) individual employee/official training

	records, retain 5 years after termination of employment any records not transferred to the employee/official's master personnel record file
Deductions authorized by law	5 years.
Deductions authorized by the employee (Deferred comp, hospitalization insurance)	5 years.
Withholding tax exemption certificates (W-4's)	5 years after superseded or the employee separation
Withholding tax statements (W-2's)	5 years
Disciplinary notices	Term of employment plus 3 years
Grievance filings	5 years after final disposition
Individual vacation and sick leave	Term of employment plus 3 years
Participation in benefit programs	Year-end leave balance reports and a copy of retirement enrollment records 20 years after the date of separation. Other records 3 years after employee separation or eligibility expired.
Personal information release	One year
Personnel files	Date of separation plus 10 years.
Personnel tax records	Term of employment plus 3 years
Record of continuing education	Term of employment plus 3 years
Travel Expense Reimbursement	Completion of the audit plus one year
Employee Medical Records	7 years after separation
Time and Attendance Records	3 years plus completion of the audit
Leave Requests	3 years plus completion of the audit
Employment Eligibility Verification	Length of employment plus one year
Wage and Tax Statements	5 years
Federal and State Tax Records	5 years
Volunteer Program Records	5 years
Volunteer Worker Records	3 years after separation
<u>Financial Records</u>	
Assessed valuations	Completion of audit
Annual Approved budget	Permanent
Budget Preparation Records	Completion of audit
Audit reports	Permanent
DOH annual report	Completion of audit
Individual earnings records	Completion of audit
Expense records	Completion of audit
Purchase Records	Completion of audit plus 3 years
Accounts Payable Records	Completion of audit
Accounts Receivable Records	Completion of audit

Cash receipts	Completion of audit
Bank statements	Completion of audit, plus one year
Checkbook reconciliation	Completion of audit, plus one year
Profit and loss statements	Completion of audit
Net worth reports	Completion of audit
Check registers	Completion of audit, plus one year
Cancelled checks	Completion of audit, plus one year
Money market account reports	Until account is closed and completion of audit, plus one year
Certificate of deposit reports	Until account is closed and completion of audit, plus one year
Contracts (service)	Term of contract plus completion of audit
Deposit slips	Completion of audit, plus one year
Insurance claims (Medicaid)	Five years
Insurance claims (Medicare)	Five years
Published annual financials	Permanent
Insurance Policy Records	Retain until canceled or expired, plus 6 Calendar years. Retain insurance policy and carrier information until all claims have been settled.
Insurance Claims Files	If action taken, retain 10 years after case closed, dismissed or date of last action, in no action taken retain 3 years
Payroll Records	Retain year-to-date annual summary 20 years for administrative purposes. Retain all other records 3 years
<u>Vital Records</u>	
Birth certificates	Permanent record is forwarded to State
Birth & Death Logs	Two years
Fetal Deaths	
Death Notifications	Until death certificate is received 1 year
Applications for Birth & Death Certificates	5 years
<u>Medical Records</u>	
Patient questionnaires (applications for medical services, may include personal financial statements)	One year
Immunization records	When patient reaches age 23 and/or has not been seen in 10 years
In-house patient files	When patient reaches age 23 and/or has not been seen in 10 years

Blood pressures	When patient reaches age 23 and/or has not been seen in 10 years
Strep tests	Book is retained for 10 years
Head lice checks	Book is retained for 10 years
TB tests	When patient reaches age 23 and/or has not been see in 10 years
HIV tests	When patient reaches age 23 and/or has not been see in 10 years
STD tests	When patient reaches age 23 and/or has not been seen in 10 years
Pregnancy tests	Book is retained for 10 years
Incident reports – patients	10 years
Communicable disease reports (to state)	3 years
 <u>WIC</u>	
Administrative reports	Until audit closure letter is received and after state audit
Appointment books	Completion of WIC audit
Client files	When patient reaches age 23 and/or has not been seen in 10 years
Policy and procedure manuals	Permanent
 <u>Environmental</u>	
Food inspections	3 years
Sewage permits	Permanent
Hotel, motel inspections	3 years
Day Care	3 years
Environmental Complaints	5 years
 <u>Maternal and Child Health</u>	
Car seat distribution forms	Six years
 <u>Computers</u>	
Computer software licensing files	Duration of license plus 5 years
 <u>Miscellaneous</u>	
Brochures	Until superseded or obsolete.
News Releases	Policy and historic new releases permanently. Routine news releases 2 years.
Scrapbooks, Photographs and Clippings	As needed
Owners Manuals and Warranties	Until disposition of equipment or expiration
Request and Complaints	3 years after the final disposition

Permits and Licenses	2 years after expiration
Public Information Requests and Documentation	3 years, military info 5 years
Audit Reports – Non-Financial	Final report – permanently, working papers and supporting documentation 5 years
Grant Records	Final Report for significant grants – permanently, other grant records 3 years after submission of final report or as specified by the granting agency, or whichever is longer. Unsuccessful grant applications 1 year after rejection or withdrawal.
Bid Records	Accepted, destroy 5 years after contract expiration if filed separately from contracts and agreements. Rejected destroy when 3 years old or on completion of audit whichever is later
Contracts, Leases and Agreement	Construction/capital improvement records: retain 10 years after substantial completion. Other records: retain 3 years after expiration.
Mission Statement	Destroy when superseded
<u>Building</u>	
Building Applications and Permits	Permanent

Henry County Health Center Administrative Policy Manual

Section 4: Administration
4.12 Requests for Public Records
Date Adopted: January 30, 2007

According to Missouri law, all public records of public governmental bodies are open to the public for inspection and copying. The administrator shall act as the custodian of records.

All requests for public records of the Health Center should be given, in writing, to the administrator. A fee (See Fee Schedule) will be charged which does not exceed the actual cost of search and duplication, and payment may be requested prior to the making of copies. Original public records of the Health Center should not be removed from the premises.

Requests for access to public records shall be acted upon by the end of the third business day following the date the request is received by the administrator, except for reasonable cause. If access to records is denied, the administrator shall provide, upon request, a written statement of grounds for denial.

Material which is open to the public shall be kept separate, as far as practicable, from materials which are closed to the public.

Examples of public records:

Activity reports
Notice of open meetings
Board meeting agendas
Minutes of Meetings of Board of Trustees (excluding Closed Session Minutes)
Job descriptions
Assessed valuations
Annual budget
Audit reports
Financial reports
Food inspections
Sewage permits
Motel inspections
Environmental complaints

Examples of closed records:

Minutes of Closed Session of Board of Trustees
Applications for employment
Personnel records

Grievance filings
Individual earnings records
Bank statements
Vital records, unless allowed by statute
All patient medical records, except as allowed by statute
WIC client files
Home visit reports
Car seat distribution records

References

- RSMO 610.010 to 610.030
- RSMO 167.183

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.13	Requests for Individual Medical Records and Confidentiality of Patient Records
Date Adopted:	January 30, 2007

Individual patient medical records are not public records.

Individual patient records are confidential and may not be released to any person except the patient, legal guardian or legally authorized representative of a patient, except that, under Missouri law, the Missouri Department of Health is authorized to receive information from patient medical records.

Requests by individuals for medical records of patients must be made in writing by the patient, legal guardian, or legally authorized representative of a patient.

Missouri state law allows for a handling fee of \$17.05 plus \$.40 per page for copies of documents made on a standard copy machine.

The Henry County Health Center will forward reports of all diseases and conditions mentioned in 19 CSR 20 - 20.020 to the Missouri Department of Health.

Medical record information may be released by the Henry County Health Center in a statistical aggregate form that prevents the identification of the patient, physician, or medical facility.

References

- RSMO 191.227
- RSMO 192.067
- 19 CSR 20-20.070

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.14	Public Information Management during an Uncommon Public Health Event
Date Adopted:	January 30, 2007

In the event of a public health incident which could cause alarm to the general public, every effort should be made by Health Center staff and trustees to handle the incident in a professional manner.

One person shall be assigned by the administrator to deal with media relations. All staff should direct media requests to the media relations person or the administrator. The media relations person should have technical knowledge of the subject matter of the incident. The media relations person should distribute accurate and positive information in a timely manner and should try to educate as well as inform.

In the event of a public health incident, the administrator shall keep all members of the Board of Trustees informed regarding Health Center activities, since they may also be approached by media personnel. If necessary, an emergency meeting of the Board of Trustees may be called to decide policy issues arising in the course of an incident.

Examples of uncommon public health events:

Tornado or other disaster cause power outages affecting food and water safety
Bioterrorism
Outbreak of disease
Flood
Hazardous materials spill

See Emergency Operations Plan

Henry County Health Center Administrative Policy Manual

Section 4:	Administration
4.15	Recovery of Administrative Records after a Disaster
Date Adopted:	January 30, 2007
Date Revised:	May 20, 2019

Financial records are recorded on the QuickBooks program, which is located on the network server. All past personnel files that are to be retained for 20 years are scanned and saved to the network server. The server files are backed up daily on the Information Cloud off-site service. In the event of a disaster which destroys the records of the Health Center building, financial records and past personnel files could be recovered from the Information Cloud service.

The administrator's files are backed up daily to the server, and could also be recovered from the Information Cloud service. This would include files relating to the Board of Trustees, budget, cost accounting, and billing.

Financial records pertaining to the checking account, money market account, and certificates of deposit could be recovered from the banks holding the accounts.

Insurance policies could be recovered from the issuing insurance companies.

Section 4: Administration
4.16 Bid Process for Goods and Services
Date Proposed: January 20, 2020

Commodities and services are to be purchased in accordance with all policies specified in this manual. When items or services exceed the threshold limits, outlined in the administration policy 4.7 the following processes will be followed:

- Purchases costing between \$1,000 to \$5,000:
 - Requires cost comparisons to be completed and documentation of this process will accompany the purchase request form when submitted for approval.
- Purchases costing over \$5,000
 - Competitive bids are required
 - Bids are to be solicited in county wide papers, on social media, mass mailings and any other media considered advisable.
 - All bid submissions will provide four-week deadlines for responses, unless otherwise determined by the board.
 - A minimum of three bids must be obtained in writing. A “declined-to-bid” is not considered a received bid, so sufficient requests should be solicited to assure at least three bids are received. The board is authorized to waive this requirement in the event that no other bids are possible.
 - All bids received must be retained for public review during normal working hours. All bid paperwork will be retained for the completion of the audit plus 3 years from the date of submission.
 - The HCHC board may waive the bid requirements when a vendor is considered to be the sole source for the item. All waiver documentation will be retained for the completion of the audit plus 3 years.

Section 4:	Administration
4.17	Construction: Change Order Approval
Date Proposed:	July 27, 2022

Purpose

The purpose of this policy is to provide a clear and concise process for implementing contract change orders for construction projects administered by HCHC Administrator.

Policy

1. Any changes orders that either come from the contractor, architect or Administrator must be approved by the HCHC Board if they exceed the amount of \$5,000.00. All change orders that are below the threshold may be approved by the Administrator with the approval of the Board Chair or alternate board member. If a change order exceeds the \$5,000 threshold and needs approval prior to the next board meeting to keep from impeding the construction timeline, then the following process must be followed:
 - The Administrator will first contact the Board Chair to discuss the need for the requested change order.
 - If the Chair concurs that this order cannot wait until the next board meeting the Administrator will email the Board and inform them of the change order details and reason for immediacy.
 - The item will then be placed on the next HCHC Board agenda for ratification.

Henry County Health Center Administrative Policy Manual

Section 5:	Communicable Disease Control
5.1	Investigating Locally Reported Illnesses
Date Adopted:	January 30, 2007
Date Revised:	October 24, 2013

Missouri law authorizes the Missouri Department of Health and Senior Services to make rules necessary to carry out the duties assigned to it, including safeguarding the health of people in Missouri by preventing the spread of communicable diseases.

The Missouri Department of Health and Senior Services have an agreement with the Henry County Health Center to “conduct prompt investigations of known disease and illness outbreaks in the community.” The diseases to be investigated are found in 19 CSR 20-20.020. Guidelines for disease investigations are found in the Communicable Disease Investigation Reference Manual on the DHSS website.

The Henry County Health Center will assist the Missouri Department of Health and Senior Services in preventing the spread of communicable diseases by conducting prompt investigations of reportable diseases in accordance with Department of Health and Senior Services rules and guidelines.

References

- RSMO 192.006, 192.020
- 19 CSR 20-20.020
- Participation Agreement for State Investment in Local Public Health Services (CORE)
- Communicable Disease Investigation Reference Manual, DHSS website

Henry County Health Center Administrative Policy Manual

Section 5:	Communicable Disease Control
5.2	Implementing Local Control Measures
Date Adopted:	January 30, 2007
Date Revised:	May 2020

Missouri law authorizes the Missouri Department of Health and Senior Services to make rules necessary to carry out the duties assigned to it, including safeguarding the health of people in Missouri by preventing the spread of communicable diseases.

The Missouri Department of Health and Senior Services have an agreement with the Henry County Health Center “to implement local control measures for illnesses, diseases and injuries.” The measures for the control of communicable diseases are found in 19 CSR 20-20.040. Guidelines for disease control are found in the Communicable Disease Investigation Reference Manual on the DHSS website.

<https://health.mo.gov/living/healthcondiseases/communicable/communicabledisease/cdmanual/index.php>

The Henry County Health Center will assist the Missouri Department of Health and Senior Services in preventing the spread of communicable diseases by implementing control measures when necessary in accordance with Department of Health and Senior Services rules and guidelines.

References

- RSMO 192.006, 192.020
- 19 CSR 20-20.040
- Participation Agreement for State Investment in Local Public Health Services (CORE)
- Communicable Disease Investigation Reference Manual, DHSS website

Henry County Health Center Administrative Policy Manual

Section 5:	Communicable Disease Control
5.3	Testing Individuals for Communicable Diseases
Date Adopted:	January 30, 2007
Date Revised:	October 24, 2013

In cooperation with the Missouri Department of Health and Senior Services, the Henry County Health Center provides testing for the following communicable diseases:

- Tuberculosis, PPD and sputum (See Section 16.13)
- Syphilis
- Chlamydia trachomatis infections
- Gonorrhea
- Human immunodeficiency virus (HIV) infection, confirmed
- Hepatitis C

Other tests may be available through the State Health Laboratory.

The medical director provides standing orders for the Health Center's nurses to perform these tests. HIV testing is performed in accordance with the Missouri Department of Health and Senior Services rules governing HIV testing procedures.

For more specific instructions, see the Henry County Health Center Nursing Policy and Procedure Manual.

References

- Physician standing orders
- RSMO 191.653 (HIV testing)
- Communicable Disease Investigation Reference Manual, DHSS website
- Tuberculosis Control Manual 2007, with 2010 updates Missouri Department of Health and Senior Services, Bureau of TB Control, DHSS Website
- STD Manual, 2010 Section of STD/HIV/AIDS Prevention & Care Services, Division of Environmental Health and Communicable Disease Prevention
- Henry County Health Center Nursing Policy and Procedure Manual
- Laboratory Services Manual, State Public Health Laboratory, Missouri Department of Health and Senior Services, DHSS Website

Henry County Health Center Administrative Policy Manual

Section 5:	Communicable Disease Control
5.4	TB Screening
Date Adopted:	January 30, 2007
Date Revised:	May 17, 2021

The Henry County Health Center provides tuberculosis (TB) skin testing for the following persons:

- Persons employed in an institutional health care setting
- Persons who are a known contact of a person who has a positive diagnosis of TB
- Persons who live in a household with a person who has a positive diagnosis of TB
- Persons who are required to be tested for TB for employment, licensure, or school

Persons who have had a previous positive tuberculin skin test, or who are a known TB client, may not receive a skin test but should complete the “Annual Statement for TB Reactors” form found at <https://health.mo.gov/living/healthcondiseases/communicable/tuberculosis/tbmanual/pdf/Chap1.pdf>

The test is not considered complete until the Health Center staff has read the test. Proof of testing will not be given until the test is complete. Tests will be read after 48 hours of administration but no later than 72 hours by a Henry County Health Center nurse.

For more specific instructions, see the Henry County Health Center Nursing Policy and Procedure Manual.

References

- Communicable Disease Investigation Reference Manual, DHSS website
- Missouri Department of Health and Senior Services, Bureau of TB Control
- Henry County Health Center Nursing Policy and Procedure Manual

Section 5:	Communicable Disease Control
5.5	Reporting Test Results to Individuals
Date Adopted:	January 30, 2007
Date Revised:	October 24, 2013

Test results should be given in a timely manner to persons being tested for communicable diseases.

All information regarding communicable disease testing is considered confidential and may be disclosed only in person to the individual tested. (See Section 4.10) Letters may be sent if the person being tested gives written permission to send results via mail and specifies address. Other persons may be present in the room when the results are disclosed only with the verbal permission of the person tested. A "Consent to Results by Phone" form may be signed if the individual wishes to receive the results by phone.

STI/HIV results may be disclosed to appropriate Missouri Department of Health and Senior Services personnel in fulfillment of Department of Health Rules regarding STI and HIV testing and treatment.

Communicable disease results other than STI or HIV testing may be disclosed to parents, guardians, or custodians of un-emancipated minors. STI, HIV, and pregnancy testing results may not be disclosed to parents, guardians, or custodians of un-emancipated minors without written authorization of the minor.

Under Missouri law, the Missouri Department of Health and Senior Services are authorized to receive information from patient medical records.

References

- RSMO 191.656 (HIV testing)
- RSMO 192.067 (Medical records)
- "Defining Public Health in Missouri," Missouri Department of Health and Senior Services, Assurance Section
- Communicable Disease Investigation Reference Manual, DHSS website

Henry County Health Center Administrative Policy Manual

Section 5: Communicable Disease Control
5.6 Disease Surveillance
Date Adopted: January 30, 2007
Date Revised: August 24, 2010

Missouri law authorizes the Missouri Department of Health to make rules necessary to carry out the duties assigned to it, including safeguarding the health of people in Missouri by preventing the spread of communicable diseases.

The Missouri Department of Health contracts with the Henry County Health Center to “develop and maintain a local disease surveillance system and conduct active surveillance for specific diseases and health conditions.”

The Health Center will:

- Collect reports of laboratory confirmed communicable diseases or the health conditions occurring in the community
- Collect disease surveillance reports from the community health care sentinel system
- Collect and track reports on disease outbreaks occurring within the local community
- These activities will be performed in accordance with the guidelines provided in the Communicable Disease Investigation Reference Manual, DHSS website

References

- RSMO 192.020
- Core Public Health Functions Contract
- Communicable Disease Investigation Reference Manual, DHSS website

Henry County Health Center Administrative Policy Manual

Section 6:	Community Services
6.1	Blood Pressure Screenings
Date Adopted:	January 30, 2007
Date Revised:	September 28, 2010

Blood pressure screenings are provided daily at the Henry County Health Center as staffing permits.

Henry County Health Center Administrative Policy Manual

Section 6:	Community Services
6.2	Referrals to Community Agencies and Providers
Date Adopted:	January 30, 2007
Date Revised:	March 27, 2014

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center to “assure communities have the information [and] resources...they need to better protect the health of their residents.”

Staff of the Henry County Health Center will respond to requests for information and services by referring clients to local agencies and providers whenever possible. Health Center staff may serve as a liaison to secure health care services for clients, but shall not incur a financial liability to the Health Center in order for services to be provided.

References

- Participation Agreement for State Investment in Local Public Health Services, Missouri Department of Health and Senior Services
- “Defining Public Health for Missouri,” 1999, Center for Local Public Health Services, Missouri Department of Health and Senior Services, DHSS website

Henry County Health Center Administrative Policy Manual

Section 6:	Community Services
6.3	Community Health Assessment
Date Adopted:	January 30, 2007
Date Revised:	March 27, 2014

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center to “complete and maintain current information on community health status...determine health status of the community...[and] identify and assess trends.”

Health Center staff will collect community and demographic data that characterize the health of the population, conditions that affect public health, and the health system. Copies of this information will be available to any person requesting them.

Health Center staff will partner with Golden Valley Memorial Healthcare and Compass Health to:

- Determine the health status of the community
- Identify and assess trends
- Analyze available community health needs and resources
- Identify community and agency resources (financial and service provision)
- Assure the community has the information, resources, and strategies they need to better protect the health of their residents

Health Center staff shall keep the collection of health status data current by updating information as it becomes available.

References

- Participation Agreement for State Investment in Local Public Health Services Missouri Department of Health and Senior Services
- “Defining Public Health for Missouri,” 1999, Center for Local Public Health Services, Missouri Department of Health and Senior Services, DHSS website

Section 6:	Community Services
6.4	Women Infants and Children Services
Date Adopted:	January 30, 2007
Date Revised:	September, 28, 2010

In cooperation with the Missouri Department of Health and Senior Services and United States Department of Agriculture “USDA”, the Henry County Health Center provides WIC (Women, Infants and Children) Services. Participation in the WIC program is based on categorical, financial guidelines, and nutritional need. Women must be pregnant, breastfeeding an infant under 1 yr, or less than 6 months postpartum. Children are eligible from birth to age 5 years. The client must be income eligible as well; this will be determined by the state provided income guidelines for gross household income. In accordance to WOM (WIC operations manual) those who are categorically eligible and on Medicaid, food stamps or Temporary Assistance for Needy Families “TANF” will be considered adjunct income eligible regardless of household income.

WIC provides nutrition education, breastfeeding promotion & education, nutrition assessment, growth evaluation, hemoglobin & lead testing, risk assessment, high-risk care plans, referrals to other community or medical services, along with food instruments that are used to purchase specific WIC approved foods. Visits are made on a monthly, bi-monthly, or tri-monthly basis based on their individual assigned risk factors.

References

1. WIC annual contract of deliverables
2. WIC WOM (operations manual) most current issue provided by the MDHSS, DHSS website

Henry County Health Center Administrative Policy Manual

Section 6: Community Services
6.5 Free Pregnancy and HIV/STI Testing
Date Adopted: July 27, 2015

The Henry County Health Center will provide free pregnancy testing to all female patients who are unable to pay. All insurance providers will be billed for the cost of the test if insurance is available.

The Henry County Health Center will provide free HIV/STI testing to all patients that have requested the testing at no cost to the patient. All insurance providers will be billed for the cost of the test if insurance is available.

Henry County Health Center Administrative Policy Manual

Section 7:	Emergency Response Services
7.1	Emergency Response Officer
Date Adopted:	January 30, 2007
Date Revised:	October 26, 2010

The Health Center administrator shall be named as the Emergency Response Officer for the Health Center.

The Emergency Response Officer will act as the liaison between the Emergency Operations Center and the Health Center in the event of a disaster affecting the county.

Section 7:	Emergency Response Services
7.2	Emergency Response Team
Date Adopted:	January 2020

The emergency response team for the Henry County Health Center shall consist of the Health Center administrator, the emergency response planner, the environmental public health specialist, and the Health Center nurse.

In the event of an emergency or incident involving a public health matter, any member of the emergency response team should be contacted. The member who has been contacted is responsible for notifying the other emergency response team members.

In the event of a public health emergency, the administrator shall keep all members of the Board of Trustees informed regarding Health Center activities. If necessary, an emergency meeting of the Board of Trustees may be called to decide policy issues arising in the course of an emergency.

See also Section 4.11 “Public Information Management during an Uncommon Public Health Event or Emergency.”

Section 7:	Emergency Response Services
7.3	Food Spills
Date Adopted:	January 30, 2007
Date Revised:	August 7, 2015

The Missouri Department of Health and Senior Services is authorized by law to protect the safety of food which has been distressed because of accident, truck wreck, train derailment, fire, etc.

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center during normal business hours to “conduct...control activities in accordance with laws, regulations, and guidelines.” This includes the responsibility to “investigate local incidents that could affect the public’s health,” and “implement local control measures for illnesses, diseases, and injuries.”

The Health Center’s environmental public health specialist will respond to any incidents involving distressed food as quickly as possible, and will notify the Department of Health and Senior Services. For more detailed information on the procedure, see the Environmental Health Operational Guidelines, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services.

References

- RSMO 196
- Participation Agreement for State Investment in Local Public Health Services Missouri Department of Health and Senior Services, Section 4.12
- Environmental Health Operational Guidelines, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services on Department of Health and Senior Services website

Henry County Health Center Administrative Policy Manual

Section 8:	Environmental Health Services
8.1	On-Site Sewage
Revised:	January 30, 2007
Date Revised:	March 27, 2014

The Henry County Health Center is authorized by County Regulation 89-1 to be responsible for administering all aspects of the on-site sewage regulation.

The following fees are allowed by the regulation:

- \$200.00 Single family dwelling permit
- \$300.00 Non-Single-family dwelling permit
- \$100.00 Annual registration fee for Installers

The regulations require that property owners and persons must comply with the requirements of sections 701.025 to 701.059 RSMO and subsequent rules promulgated by the Missouri Department of Health and Senior Services. Sewer systems must meet the requirements of Chapter 644 RSMO.

The Health Center has the power to investigate violations, investigate complaints, and enforce sections 701.025 to 701.059 as well as subsequent rules of the Missouri Department of Health and Senior Services.

References

- Henry County Health Center Regulations 89-1
- RSMO 701.025 to 701.059
- RSMO 644
- Environmental Health Operational Guidelines, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 8:	Environmental Health Services
8.2	Food Service Inspections
Date Adopted:	January 30, 2007
Date Revised:	March 27, 2014

Chapter 196, RSMO, of Missouri law authorizes the Missouri Department of Health and Senior Services to make orders relating to food and food products.

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center to “conduct inspections of regulated facilities/providers,” including food service providers. Facilities to be inspected include, but are not limited to, school cafeterias, restaurants, retail groceries, and food processors.

Inspections should be conducted as required by Henry County Regulation 98-1. Health Center staff will conduct food inspections according to Henry County Regulation 98-1 and the guidelines of the Environmental Health Operational Guidelines.

References

- Environmental Health Operational Guidelines, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services
- RSMO 196
- Henry County Health Center Regulations 98-1

Section 8:	Environmental Health Services
8.3	Child Care Inspections
Date Adopted:	January 30, 2007
Date Revised:	March 27, 2014

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center to “provide sanitation inspections relating to disease prevention, safe food handling, safe storage of toxic agents, cleaners and medicines, pest control, safe water supplies, safe on-site sewage disposal, and basic evaluation of lead hazards and other environmental hazards in all regulated childcare facilities.”

Childcare inspections shall be conducted by the environmental public health specialist of the Health Center according to the guidelines of the Child Care Inspection Manual and Environmental Health Operational Guidelines.

References

- Environment Health Operational Guidelines
- Sanitation Inspection Guidelines for Licensed Group Child Care Homes, Licensed Child Care Centers, and License-Exempt Child Care Facilities
- Sanitation Inspection Guidelines for Family Child Care Homes

Section 8:	Environmental Health Services
8.4	Lodging Inspections
Date Adopted:	January 30, 2007
Date Revised:	March 27, 2014

Under Chapter 192.090, RSMO, the Missouri Department of Health and Senior Services are charged with the responsibility of inspecting or arranging for the inspection of every lodging establishment in the state as often as deemed necessary, but at least annually.

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center to “conduct inspections of regulated facilities/providers,” including lodging establishments. The Health Center’s environmental public health specialist will conduct inspections of lodging establishments according to the guidelines of the Environmental Health Operational Guidelines and Missouri Laws accompanied by the Department of Health and Senior Services Rule Governing Lodging Establishments.

References

- Environmental Health Operational Guidelines, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services
- RSMO 192.090
- Missouri Laws Accompanied by the Department of Health and Senior Services Rule Governing Lodging Establishments

Section 8: Environmental Health Services
8.6 Food Service Complaints
Adopted: March 27, 2014

Chapter 196, RSMO, of Missouri law authorizes the Missouri Department of Health and Senior Services to make orders and County Health Centers to pass ordinances and/or regulations relating to food and food products.

The Missouri Department of Health and Senior Services contracts with the Henry County Health Center to “conduct inspections of regulated facilities/providers,” including food service providers. Facilities to be inspected include, but are not limited to, school cafeterias, restaurants, temporary food stands, retail groceries, and food processors.

Persons who are concerned about the sanitary condition of an inspected food service facility may file a complaint with the environmental public health inspector by phone or in person. Food service complaints regarding facilities which are routinely inspected by the Health Center do not have to be signed by the complainant. In response to a food service complaint, the environmental public health inspector will determine the need for a visit or inspection of the facility.

Food service complaints regarding facilities which are not routinely inspected by the Health Center, such as licensed childcare facilities, must be signed by the complainant. In instances where there is statutory authority for the environmental public health specialist to inspect or enter the premises, the environmental public health specialist will determine the need for a visit or inspection. In instances where there is no statutory authority for the Health Center to inspect, such as private homes, no visit or inspection will be made. Referrals will be made to the appropriate agency when applicable.

Food service inspections and complaints are considered public records. See Section 4.9 “Requests for Public Records.”

References

- Environmental Health Operational Guidelines, 2005, Section for Environmental Public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services
- RSMO 196
- Henry County Regulation 98-1

Section 8:	Environmental Health Services
8.7	Sewage Complaints
Adopted:	March 27, 2014

The Henry County Health Center is authorized by County Regulation 89-1 to be responsible for administering all aspects of the on-site sewage ordinance.

Section 701.038 authorizes the Health Center to investigate complaints “received from an aggrieved party upon whom effluent is being discharged or is being adversely affected by disagreeable odor, or an adjacent landowner.”

Persons wishing to file a complaint must fill out and sign a complaint form in order that the complaint may be verified. The homeowner must be notified in writing of the complaint before the Health Center may enter on the homeowner’s property, unless an imminent health hazard exists.

Sewage complaints are considered public records. See Section 4.9 “Requests for Public Records.”

References

- Henry County Regulation 89-1
- RSMO 701.025 to 701.059
- RSMO 644
- Environmental Health Operational Guidelines, 2005, Section for Environmental public Health, Division of Environmental Health and Communicable Disease Prevention, Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 9:	Health Education and Promotion
9.1	Health Fairs
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

One of the core functions of a public health agency is to promote health in the community. Participation in health fairs is an effective method of providing health education to target groups and large audiences.

The Health Center will attempt to participate in all health fairs where its presence is requested. This may not always be possible, due to small staffing. Printed materials, videos, and bags may be available from the Department of Health and Senior Services for distribution.

Services which might be provided at a health fair:

Blood pressure screenings
Health and safety brochures and pamphlets
Car seat materials

References

- “Defining Public Health for Missouri,” 1999, Center for Local Public Health Services, Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 9:	Health Education and Promotion
9.2	Requests for Programs
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

One of the core functions of a public health agency is to promote health in the community. Programs which provide health education or health promotion may be provided by the Health Center nurses, nutritionist, or environmental public health specialist. It may not be possible to agree to all requests due to the subject matter or scheduling conflicts. A fee to cover costs of materials may be requested for some programs.

Examples of health programs available:

Hand washing
CPR and First Aid Training

References

- “Defining Public Health for Missouri,” 1999, Center for Local Public Health Services, Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 9:	Health Education and Promotion
9.3	Breastfeeding Education
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

In cooperation with the Missouri Department of Health and USDA, the Henry County Health Center WIC program provides breastfeeding education and other related services. WIC provides accurate information on the benefits of breastfeeding, breastfeeding concerns, resolution to breastfeeding issues and breastfeeding supplies.

WIC participants have rental pumps for use with a deposit; these are provided on an as available basis. Clients sign a form stating their responsibility in the care and upkeep of the pump as well as a statement of penalty for bounced checks or the failure to return the breast pump according to the agreement.

Any breastfeeding mother, regardless of participation in the Henry County WIC program, can access all breastfeeding information and education.

References

WIC Operations Manual

Henry County Health Center Administrative Policy Manual

Section 9:	Health Education and Promotion
9.4	Car Seat Training and Distribution
Date Revised:	January 30, 2007
Date Revised:	April 24, 2014

One of the core functions of a public health agency is to promote healthy behaviors in the community. In cooperation with the Missouri Department of Health and Senior Services, the Henry County Health Center provides a car seat training and distribution program for residents of Henry County.

Henry County Health Center Administrative Policy Manual

Section 10:	Immunizations
10.1	Childhood Immunizations
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

In cooperation with the Missouri Department of Health and Senior Services, the Henry County Health Center provides childhood immunizations according to ACIP Recommendations, Missouri Department of Health and Senior Services Immunization Registry (Show Me Vax) and the Day Care Immunization Rule (19 CSR 20-28.040).

Immunization services are provided during all regular Health Center working hours. Childhood immunizations are provided at a minimal charge to area residents. Medicaid will be billed for immunization services for any Medicaid-eligible client. For private pay immunizations, an administrative fee will apply.

- VFC eligibility and 317 eligibility will be determined for each client
- Vaccine information statements will be issued to clients
- Immunizations will be recorded on the Health Center's client record and the Missouri Department of Health and Senior Services immunization registry (Show Me Vax)

Missouri law allows the immunization records to be disclosed without written release to those who need to know such information to assure compliance with state statutes, or to achieve age-appropriate immunization status for children.

For more specific information concerning vaccine administration, consult the Henry County Health Center's Nursing Policy and Procedure Manual.

References

- ACIP Recommendations, Missouri Department of Health and Senior Services Immunization Registry (Show Me Vax)
- RSMO 167.183
- Nursing Policy and Procedure Manual, Henry County Health Center
- Day Care Immunization Rule (19 CSR 20-28.040)

Section 10:	Immunizations
10.2	Adult Immunizations
Date Revised:	January 30, 2007
Date Revised:	April 24, 2014

In order to control the spread of contagious diseases, the Henry County Health Center provides adult immunizations.

The following immunizations are provided at a minimal charge to the client:

- TD (Tetanus, diphtheria) Tdap, DTap
- MMR (Measles, mumps, rubella)
- Other childhood vaccinations as needed for foreign travel or to fulfill vaccination requirements
- Varicella
- Hep A/B (twinrix)
- Hep B (Single Component)

The following immunization is available with a physician's note:

- Pneumonia

These vaccines require pre-payment:

- Shingles
- Pneumonia

The adult Hep B may be provided at no cost to local Health Center staff. Immunization services are provided by appointment (without an appointment if nursing staff is available). Medicaid will be billed for immunization services for any Medicaid-eligible client. Vaccine information statements will be issued to all clients. Immunizations will be recorded on the Health Center's client record and the Missouri Department of Health and Senior Services immunization registry (Show Me Vax).

Missouri law allows the immunization records to be disclosed without written release to those who need to know such information to assure compliance with state statutes.

For more specific information concerning vaccine administration, consult the Henry County Health Center's Nursing Policy and Procedure Manual.

References

- ACIP Recommendations, Missouri Department of Health and Senior Services Immunization Registry (Show Me Vax)
- RSMO 167.183
- Nursing Policy and Procedure Manual, Henry County Health Center

Henry County Health Center Administrative Policy Manual

Section 10:	Immunizations
10.3	Immunization Reminder System
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

In cooperation with the Missouri Department of Health and Senior Services, the Henry County Health Center provides an immunization reminder system for Health Center clients. The purpose of the reminder system is to provide a high rate of compliance with immunization requirements for two-year-old's and the school-aged children.

Staff maintains a database containing client information regarding next immunization due. Reminder cards will be mailed to the last known address of all children who are past due for an immunization.

References

- Participation Agreement for State Investment in Local Public Health Services Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 10:	Immunizations
10.4	WIC Chart Review
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

In cooperation with the Missouri Department of Health and Senior Services and USDA, the Henry County Health Center provides WIC.

At each certification and recertification visit, at a minimum, staff will review a documented immunization record of each infant and child. The immunization schedule can be found at the DHSS web site.

1. Review may be done by the health profession or clerical staff.
2. An immunization screening consists of the following:
 - a. Reviewing the record in the immunization database Show Me Vax, or other databases, and or:
 - b. Reviewing the infant's/child's paper immunization record.
3. The agency cannot refuse WIC services to anyone if they are without an immunization record.
4. When an infant or child is not adequately immunized, the agency:
 - a. Will provide information on the recommended immunization schedule.
 - b. Provide referral for immunization services.
5. The agency has to document the immunization status as one of the following in Missouri Public Health Information Management System (MOWINS).
 - a. Up to date
 - b. Not up to date

References

- WIC Operations Manual

Section 10:	Immunizations
10.5	Influenza Immunizations
Date Adopted:	January 30, 2007
Date Revised	April 24, 2014

Flu shots will be offered each year in the fall if the vaccine is available.

In the case of a vaccine shortage, provision of immunizations will be prioritized. Influenza vaccine which is provided by the Missouri Department of Health and Senior Services will be used for elderly and high-risk persons. Influenza vaccine which is purchased by the Health Center will be used first for elderly and high-risk persons, health care workers, and essential services workers. As available, the vaccine will be used for school employees, employees of local companies, and the general public.

The Health Center receives influenza vaccine from the Vaccines for Children Program of the Missouri Department of Health and Senior Services at no cost to the Health Center. Any child who is eligible for VFC vaccine may receive this vaccine. The Health Center will bill Medicaid/Managed Care Plus (MC+) for the administration fee for any child who is eligible for VFC vaccine, and who has Medicaid/MC+.

All influenza immunizations given will be recorded in Show Me Vax.

A fee will be charged from persons who are not eligible for the immunization through other programs. The Health Center will bill Medicare for persons who have Medicare Part B coverage.

Henry County Health Center Administrative Policy Manual

Section 11:	Office Services
11.1	Voter Registration
Date Adopted:	January 30, 2007
Date Revised:	April 26, 2011

The National Voter Registration Act of 1993 is designed to increase the number of Americans registered to vote by requiring many public agencies to provide registration opportunities to their clients in conjunction with other services.

Missouri law requires that voter registration applications be provided in all offices of the state that provide public assistance, all offices that provide state-funded programs primarily engaged in providing services to persons with disabilities, and other offices as directed by the governor.

The Henry County Health Center provides voter registration applications in the WIC area and sends the completed forms to the County Clerk of Henry County.

Henry County Health Center Administrative Policy Manual

Section 12: Safety and Security Issue
12.1 Emergency Evacuation Procedure
Date Adopted: January 30, 2007
Date Revised: October 14, 2015

In the event of a building emergency, the staff of the Henry County Health Center will follow the Emergency Evacuation Procedures outlined in the Compass Health Wellness plan.

Henry County Health Center Administrative Policy Manual

Section 12: Safety and Security Issue
12.2 Visitors Policy
Date Adopted: January 30, 2007

The Health Center is a professional agency, which conducts many confidential matters. Friends and relatives of staff are not prohibited from visiting the Health Center, but should limit visits so as to not hinder the conduct of normal business.

Staff should make sure that all confidential information is not accessible to any friends, relatives, or visitors.

Henry County Health Center Administrative Policy Manual

Section 13:	Staff Training
13.1	Staff Training
Date Adopted:	January 30, 2007
Date Revised:	May 31, 2011

One of the core functions of public health in Missouri is for local health centers to “maintain expertise adequate to carry out local and state health protection activities.”

All HCHC staff will be required to complete the following core required training courses at a minimum: HIPAA, Confidentiality for Public Health Employees, Sexual Harassment, Emergency Preparedness 100 & 700, and CPR.

The administrator will decide which trainings are appropriate for staff once they have completed the core required trainings. Staff expenses for training will be reimbursed as stated in the Henry County Health Center Personnel Manual.

References

- “Defining Public Health for Missouri,” Center for Local Public Health Services, Missouri Department of Health and Senior Services
- Henry County Health Center Personnel Manual

Henry County Health Center Administrative Policy Manual

Section 14:	Vital Records
14.1	Birth and Death Certificates
Date Adopted:	January 30, 2007
Date Revised:	April 24, 2014

The Henry County Health Center administrator serves as the registrar for birth and death certificates in Henry County for the Missouri Department of Health and Senior Services. Other staff members may be designated as deputy registrars by the administrator completing an application for them.

The administrator or deputy registrars may receive and record death certificates. Certificates should be signed by the administrator, or with the administrator's name and the deputy registrar's initials. Records should be sent daily to the Missouri Department of Health and Senior Services by courier. The Health Center will document in the registry all records sent to the Missouri Department Health and Senior Services.

References

- Vital Records Contract, Missouri Department of Health Senior Services
- Missouri Vital Records Program, Local Registrar's Training Manual, Missouri Department of Health and Senior Services

Section 14:	Vital Records
14.2	Distributing Birth and Death Certificates
Date Adopted:	January 30, 2007
Date Revised:	May 31, 2011

In cooperation with the Missouri Department of Health and Senior Services, the Henry County Health Center provides birth and death certificates for persons requesting them.

The guidelines of the Vital Records Training Manual shall be followed in determining who may receive birth and death certificates.

A \$15.00 fee shall be charged for all birth certificates and \$14 fee shall be charged for the first death certificate and \$11 for each additional death certificates distributed, as allowed by Missouri law. There is no provision in the law for the Health Center to provide certificates at no cost to other agencies. Agencies requesting certificates at no cost should be directed to the Missouri Department of Health and Senior Services.

If the staff is uncertain as to the eligibility of a person to receive a birth or death certificate, they should be referred to the Missouri Department of Health and Senior Services.

Information about stillbirths or fetal deaths may not be distributed through the Health Center. Applicants should be referred to the Missouri Department of Health and Senior Services.

References

- RSMO 193.265
- Missouri Vital Records Program, Local Registrar's Training Manual, Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 14:	Vital Records
14.3	Verification of Information for Agencies
Date Adopted:	January 30, 2007
Revised Date:	May 31, 2011

The Missouri Department of Health and Senior Service's Local Registrar Training Manual (Section 5.7) states that confidential verification of facts contained in a birth or death record may be furnished to federal, state, county, and municipal agencies. The law is silent regarding fees for verifying information; therefore, if the information is verified but no certificate is issued, the Health Center will not charge a fee.

References

- Missouri Vital Records Program, Local Registrar's Training Manual,
Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 14:	Vital Records
14.4	Genealogical Research
Date Adopted:	January 30, 2007
Revised Date:	May 31, 2011

A person conducting genealogical research are eligible to receive birth certificates only if they meet the criteria defined in the Local Registrar's Training Manual, Section 5.2.

Genealogists are eligible to receive death certificates, as stated in the Local Registrar's Training Manual. The normal fee requirements will apply.

References

- Missouri Vital Records Program, Local Registrar's Training Manual,
Missouri Department of Health and Senior Services

Henry County Health Center Administrative Policy Manual

Section 14: Vital Records
14.5 Employee Responsibilities
Date Adopted: January 30, 2007

Employees shall be responsible for maintaining the confidentiality of all vital records information.

Employees shall use the vital records system only in the performance of official duties. The system shall not be used by employees to seek personal or genealogical information without the usual fee.

Henry County Health Center Administrative Policy Manual

Section 15:	Financial
15.1	Deposits of Cash/Checks
Date Adopted:	August, 2016

Deposits of cash and checks should be done on a daily basis by the bookkeeper, or an available senior staff member. Deposits may be less frequent if cash and checks in the cash drawer do not exceed \$500 and there isn't a staff member available to take the deposit to the bank.