

Home Health Section - APTA



Policies & Procedures Manual

2016

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How to Use the Home Health Section Policy & Procedure Manual

Keep the Manual on File

This manual should serve as your key Section reference. Members of the Section Board of Directors should have some general familiarity with all of the documents in the manual, but more detailed familiarity with those documents that pertain directly to your committee or work group's activities.

Updates will occasionally be issued for the manual. Please make sure you replace your old versions with the newest version.

Hyperlinks in the PDF Table of Contents

Each item in the Table of Contents is hyperlinked to the corresponding document in the manual. Just click the item with your cursor/pointer in the PDF.

You will find PDF navigation easier if you turn the Page Thumbnails on. Right click in the left-hand margin of any PDF document and select "Page Thumbnails" from the drop-down list that appears.

Document Updates & Responsibilities

Generally speaking, it is the responsibility of the committee chair or group leader to update/edit the documents the group created or regularly uses on an annual or as-needed basis. Some of these documents are identified specifically in your job description.

If you wish to make corrections or updates to any of the documents your committee oversees, please request the original document from the Section Executive Director first. Please use the "Track Changes" feature to make revisions and forward the revised document to the Executive Director. Some changes may require Executive Committee approval.

If you notice a correction or update that needs to be made to other documents, please let the Section Executive Director know so the changes can be made.

Fillable Forms

Forms that require your completion, such as the Board Report Form, Reimbursement Request Form, etc., can be found in editable Word versions in the Core Documents folder on Basecamp.

Forms that are "Public"

Some forms and documents that are part of a committee process open to members or the public are available from the Section website, such as the Education Committee's course submission documents. When referring members or the public to these documents, **please refer them to the website** rather than providing them with documents/forms from this manual.

September 2016



Organization Overview

Mission

The Home Health Section's (HHS) purpose is to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

The Home Health Section – APTA, Inc. is a component of the American Physical Therapy Association under a charter agreement with APTA.

Organization Type: 501 (c)(6), non-profit association under IRS regulations. Note that this type is **not the same** as a charitable, or 501 (c)(3) organization.

Incorporated in the State of Montana.

Formed in approximately 1956.

Registered Domains

www.homehealthsection.org

Basecamp

The Home Health Section Executive Committee and Board of Directors uses Basecamp for sharing of documents relevant to leadership, core organization documents (such as Bylaws, policies and procedures, etc.), meeting materials, calendar and communications. **Home Health Basecamp** is located here:

<https://basecamp.com/2270416/>

Officers and committee chairs should have access to Basecamp although chairs may not have access to all projects on Basecamp, depending upon relevancy. Likewise, individual committees (including committees) may have access to specific project files, depending upon space availability. If you have questions about access or using project space, or need access, contact the Executive Director.

Membership

Membership in the Section is voluntary and is supplemental to APTA membership. Because APTA membership is required for Section membership, APTA handles all aspects of HHS member dues payments.

of Members: 2,400 (reported monthly)

Annual Dues:

PT = \$45
PTA = \$35
PT-Post-Professional Student = \$15
Student = \$15
PT-PTA Retired = \$15
PT/PTA Life = \$15

Section Annual Budget: Approximately \$160,000

Section Reserves: \$208,000 in investments, which does not include checking account (cash-on-hand). The Section currently exceeds the APTA's reserve policy, which is to maintain at least 60% of the annual budget in reserves.

Decision-Making Groups

Executive Committee

Consists of elected officers and Executive Director: President, Vice President, Secretary, and Treasurer. Executive Director serves in an advisory (non-voting) capacity.

The Executive Committee is the decision-making authority for the Section.

Board of Directors

Consists of Executive Committee and committee chairs: President, Vice President, Secretary, and Treasurer, Nominating Committee Chair, Education Committee Chair, Membership Committee chair, Practice Committee Chair, Programs Committee Chair, Publications Committee Chair (Editor), Research Committee Chair. Executive Director serves in an advisory (non-voting) capacity.

Board of Directors currently serves in an advisory capacity to the Section Executive Committee.

Executive Committee Liaisons to Committees

Individual Executive Committee members are assigned as liaisons to committees for the purpose of bringing committee issues and updates forward to the Executive Committee:

President: Government Affairs, Public Relations
Vice President: Practice, Publications, Research
Secretary: Membership, Nominating
Treasurer: Educational Programming (Education and Programs), Finance

Staff: The Home Health Section **does not** have employees and staff is not provided to the Section by APTA. HHS contracts with an association management company (currently, Rocky Mountain Management Services, Inc.), which provides an Executive Director who performs management services for the organization. The services are outlined in an annual agreement

negotiated and approved by the HHS Executive Committee, which supervises the Executive Director's performance.

Office Contact Information

Hours of Operation: Generally, 8:00 am – 4:00 pm (Mountain Time) M-F
Mailing Address: Home Health Section, PO Box 4553, Missoula, MT 59806-4553
Phone (toll free): 866-230-2980 (Mountain Time); local 406-251-5232
Fax (toll free): 866-861-4675
Email: rlchilders@homehealthsection.org
Website: www.homehealthsection.org

Roberts Rules of Order – Simplified

Guiding Principle:

Everyone has the right to participate in discussion if they wish, before anyone may speak a second time.

Everyone has the right to know what is going on at all times.

Only urgent matters may interrupt a speaker.

Only one thing (motion) can be discussed at a time.

A **motion** is the topic under discussion (e.g., “I move that we add a coffee break to this meeting”). After being recognized by the president of the board, any member can introduce a motion when no other motion is on the table. A motion requires a second to be considered. Each motion must be disposed of (passed, defeated, tabled, referred to committee, or postponed indefinitely).

How to do things:

You want to bring up a new idea before the group.

After recognition by the president of the board, present your motion. A second is required for the motion to go to the floor for discussion, or consideration.

You want to change some of the wording in a motion under discussion.

After recognition by the president of the board, move to amend by

- adding words,
- striking words or
- striking and inserting words.

You like the idea of a motion being discussed, but you need to reword it beyond simple word changes.

Move to substitute your motion for the original motion. If it is seconded, discussion will continue on both motions and eventually the body will vote on which motion they prefer.

You want more study and/or investigation given to the idea being discussed.

Move to refer to a committee. Try to be specific as to the charge to the committee.

You want more time personally to study the proposal being discussed.

Move to postpone to a definite time or date.

You are tired of the current discussion.

Move to limit debate to a set period of time or to a set number of speakers. Requires a 2/3^{rds} vote.

You have heard enough discussion.

Move to close the debate. Requires a 2/3^{rds} vote. Or move to previous question. This cuts off discussion and brings the assembly to a vote on the pending question only. Requires a 2/3^{rds} vote.

You want to postpone a motion until some later time.

Move to table the motion. The motion may be taken from the table after 1 item of business has been conducted. If the motion is not taken from the table by the end of the next meeting, it is dead. To kill a motion at the time it is tabled requires a 2/3^{rds} vote. A majority is required to table a motion without killing it.

You believe the discussion has drifted away from the agenda and want to bring it back.
Call for orders of the day.

You want to take a short break.
Move to recess for a set period of time.

You want to end the meeting.
Move to adjourn.

You are unsure that the president of the board has announced the results of a vote correctly.
Without being recognized, call for a "division of the house." At this point a roll call vote will be taken.

You are confused about a procedure being used and want clarification.
Without recognition, call for "Point of Information" or "Point of Parliamentary Inquiry." The president of the board will ask you to state your question and will attempt to clarify the situation.

You have changed your mind about something that was voted on earlier in the meeting for which you were on the winning side.
Move to reconsider. If the majority agrees, the motion comes back on the floor as though the vote had not occurred.

You want to change an action voted on at an earlier meeting.
Move to rescind. If previous written notice is given, a simple majority is required. If no notice is given, a 2/3^{rds} vote is required.

You may INTERRUPT a speaker for these reasons only:
to get information about business – **point of information**
to get information about rules – **parliamentary inquiry**
if you can't hear, safety reasons, comfort, etc. – **question of privilege**
if you see a breach of the rules – **point of order**
if you disagree with the president of the board's ruling – **appeal**

Quick Reference					
	Must Be Seconded	Open for Discussion	Can be Amended	Vote Count Required to Pass	May Be Reconsidered or Rescinded
Main Motion	√	√	√	Majority	√
Amend Motion	√	√		Majority	√
Kill a Motion	√			Majority	√
Limit Debate	√		√	2/3 ^{rds}	√
Close Discussion	√			2/3 ^{rds}	√
Recess	√		√	Majority	
Adjourn (End meeting)	√			Majority	
Refer to Committee	√	√	√	Majority	√
Postpone to a later time	√	√	√	Majority	√
Table	√			Majority	
Postpone Indefinitely	√	√	√	Majority	√

Home Health Section – APTA

General Information: **Governance Definitions for Section Governing Groups**

Executive Committee (Officers of the Board)

- Focuses and directs the Board's work
- Coordinates the work of the organization (in collaboration with staff)
- Creates sub-groups to accomplish the organization's work
- Reviews the chief executive's performance and compensation
- Ensures resources are adequate to support organization programs and services
 - Maintains committee/group membership
 - Delegates to groups
- Bears fiduciary responsibility of the organization
- Approves and monitors the annual budget
- Oversees committee / group performance
- Bears ultimate responsibility for organization performance and reporting of performance

Board of Directors (Executive Committee, Standing Committee Chairs)

- Advisory in nature
- Establishes the priorities of the organization
- Provides an accounting of activities to members

Committees / Task Forces / Work Groups Chairs & Leaders

- Implement projects and programs
- Engage members in meaningful activity
- Maintain committee/group membership
- Oversee performance within committee
- Delegate within the group

Standing **Committees** are groups that have ongoing projects and responsibilities.

Task Forces are formed around a specific task and disband when no longer needed.

Work Groups are similar to Task Forces, but often less formal, not necessarily oriented toward a specific task, but often exploratory

Committee Criteria:*

1. Requires volunteer expertise or oversight and
2. Recurs annually.

*Coerver and Byers, Road to Relevance, ASAE, 2013.

**ARTICLES OF INCORPORATION
OF
HOME HEALTH SECTION OF THE
AMERICAN PHYSICAL THERAPY ASSOCIATION, INC.**

The undersigned incorporators, desiring to form a corporation (the “Corporation”) pursuant to the provisions of the Montana Nonprofit Corporation Act, as amended, execute the following Articles of Incorporation:

**ARTICLE I
Name**

The name of the Corporation is: **HOME HEALTH SECTION OF THE AMERICAN PHYSICAL THERAPY ASSOCIATION, INC.**

**ARTICLE II
Type of Corporation**

The Corporation is a public benefit corporation, as defined by MCA § 35-2-126, which is organized for a public and charitable purpose.

**ARTICLE III
Registered Agent and Office**

The name and address of the Corporation’s registered office in Montana and the name of its initial registered agent at that office is: Robin Childers, 98 Lacota Drive, Missoula, Montana 59803.

**ARTICLE IV
Membership**

The Corporation will have members.

**ARTICLE V
Initial Directors**

The number of directors constituting the initial Board of Directors of this Corporation is four (4), and the names and addresses of the persons who are to serve as Directors until the first Annual Meeting are:

Craig Moore
P.O. Box 160453
Altamonte Springs, FL

Cindy Krafft
502 Sagewood Street
Peoria, IL 61604

Kurt Baumgartel
1798 Constitution Blvd.
Valencia, PA 16059

Ray Bilecky
23050 Louise Lane
Columbia Station, OH 44028

ARTICLE VI. **Incorporators**

The initial Directors whose names and addresses are set forth above are also the incorporators of this Corporation.

ARTICLE VII **Director Liability**

The Directors of the corporation shall not be liable to the Corporation or its Members for monetary damages for breach of their duties to the Corporation or its Members, except for (a) a breach of a Director's duty of loyalty to the Corporation or its Members; (b) acts or omissions that were not in good faith or that involved intentional misconduct or a knowing violation of law; (c) transactions from which a Director derived an improper personal or economic benefit; (d) transactions involving a conflict of interest, as defined in MCA § 35-2-418; (e) transactions involving a loan or loan guarantee made to or for the benefit of a Director by the Corporation in violation of MCA § 35-2-435; or (f) a Director's personal liability for an unlawful distribution under MCA § 35-2-436.

ARTICLE VIII **Director and Office Indemnification**

The corporation shall indemnify each Director and officer to the full extent permitted by the Montana non-profit corporation statutes against all cost and

expenses reasonably incurred or imposed upon the Director or officer in connection with or rising out of any action, suit, or proceeding in which the Director or officer is made a party by reason of having been a Director or Officer of the corporation.

ARTICLE IX
Distribution of Assets on Dissolution or Final Liquidation

In the event of the dissolution of this Corporation, the Corporation shall transfer all of its assets remaining after corporate debts and liabilities have been paid or discharged to the American Physical Therapy Association, Inc. ("Association"), provided, however, that such Association is a not-for-profit corporation organized for purposes substantially the same as those of this Corporation and is exempt from the payment of federal income tax under the provisions of Section 501(c)(6) of the Internal Revenue Code of 1954.

In no event shall a member receive any money or other property from this Corporation in a dissolution and liquidation or otherwise on account of or as a result of any contribution made or membership dues paid to the Corporation.

No part of the net earnings of this Corporation shall inure to the benefit of any member or other individual.

IN WITNESS WHEREOF, the Articles of Incorporation have been executed by the Directors on the ____ day of December, 2006.

Craig Moore

Cindy Krafft

Kurt Baumgartel

Ray Bilecky

STATE OF _____)
: ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____,
2006, by **Robin Childers**.

(SEAL)

(Print Name)
Notary Public for the State of _____
Residing at _____
My commission expires: _____

STATE OF _____)
: ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____,
2006, by **Kurt Baumgartel**.

(SEAL)

(Print Name)
Notary Public for the State of _____
Residing at _____
My commission expires: _____

STATE OF _____)
: ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____,
2006, by **Ray Bilecky**.

(SEAL)

(Print Name)
Notary Public for the State of _____
Residing at _____
My commission expires: _____

STATE OF _____)
: ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____,
2006, by **Craig Moore**.

(SEAL)

_____(Print Name)
Notary Public for the State of _____
Residing at _____
My commission expires: _____

STATE OF _____)
: ss.
County of _____)

This instrument was acknowledged before me this ____ day of _____,
2006, by **Cindy Kraft**.

(SEAL)

_____(Print Name)
Notary Public for the State of _____
Residing at _____
My commission expires: _____



Bylaws

Home Health Section

of the American Physical Therapy Association

as adopted by the Members April 30, 2016

Article I. Name

The name of this section is the Home Health Section of the American Physical Therapy Association, hereinafter referred to as the Section and the Association respectively.

Article II. Object

The purpose of the Section shall be to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

Article III. Functions

- A. Reduce or eliminate policy barriers to patient/client access to physical therapist services in home and community-based settings.
- B. Make physical therapist (PT) and physical therapist assistant (PTA) educational opportunities available to meet the needs of home health clinicians, agencies, and students.
- C. Facilitate the development of payment policies that reflect the clinical and practice management expertise and resources required to deliver quality physical therapist services to patients and clients in home and community-based settings.
- D. Foster the recognition of physical therapists as self-directed practitioners within interdisciplinary teams in home and community-based settings by home health agencies, professional groups, and the public.
- E. Facilitate creation of and access to knowledge that informs clinical decision-making about the delivery of physical therapist services at the point of care.
- F. Encourage members to routinely identify, apply, and integrate evidence-based practice principles in physical therapist practice in home and community-based settings.

Article IV. Membership

Section 1. Classes and Qualifications of Members

The Section membership categories and qualifications for Physical Therapist, Retired Physical Therapist, Life Physical Therapist, Student Physical Therapist, Physical Therapist Assistant, Retired Physical Therapist Assistant, Life Physical Therapist Assistant, and Student Physical Therapist Assistant shall be the same as those of the Association.

Section 2. Rights and Privileges of Members

- A. The rights and privileges of the Section's members shall be identical to those established in the Association Bylaws.
- B. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant shall have 1 vote at Section membership meetings and any authorized absentee voting.

Section 3. Application for and Admission to Membership

The payment of Section dues by members in good standing in the Association shall constitute application for and admission to Section membership.

Section 4. Good Standing

An individual member is in good standing within the meaning of these bylaws if the member is in good standing in the Association.

Section 5. Disciplinary Action

- A. Any member of the Section who is suspended by the Association shall have his or her membership privileges suspended in the Section. Any member of the Section who is expelled from membership in the Association shall be expelled from Section membership.
- B. Any member of the Section who fails to make timely payment of required Section dues shall be expelled from Section membership.

Section 6. Reinstatement

Any former member of the Section who is in good standing in the Association may be reinstated to membership in the Section by payment of the required Section dues.

Article V. Meetings

Section 1. Annual Meetings

The Section shall hold an annual business meeting of the Section membership for the conduct of business, with attendance limited to Section members and invited guests approved by the Section officers, provided at least 30 days notice is given to all members. The annual meeting will be held at the time and place of the Combined Sections Meeting of the Association, if one is held.

Section 2. Special Meetings

Special meetings may be called by Executive Committee or any 10 members, provided that 30 days notice is given to all members. Attendance is limited to Section members and invited guests approved by the Section officers.

Section 3. Quorum

A quorum shall consist of five members, including at least two officers.

Section 4. Minutes

All meeting minutes shall be submitted to the Association within 45 days of the date of the meeting.

Article VI. Officers
Executive Committee

Section 1. Officers: Rights, Duties, and Responsibilities

A. The officers of the Section shall consist of a President, Vice President, Secretary, and Treasurer.

B. President

1. The President shall:

- a) Preside at all meetings of the Section.
- b) Act as an ex officio member of all committees, except the Nominating Committee.
- c) Report to the Section Executive Committee as required.
- d) Report to the Association as required.
- e) Report to the membership.

C. Vice President

1. The Vice President shall:

- a) Officiate and/or serve for the President in his/her absence or disability.
- b) Succeed to the office of President for the unexpired portion of term in the event of death, resignation, removal or disqualification of the President.
- c) Assume such duties as may be delegated by the Section.

D. Secretary

1. The Secretary shall:

- a) Produce a written record of the minutes of all Section and Executive Committee meetings, and submit these written minutes to the APTA staff liaison to the Section as per Article V, Meetings, Section 5, Minutes.
- b) Maintain a record of all official action and decisions by the Executive Committee that were conducted by correspondence or conference call.
- c) Submit written minutes of the preceding business meeting at each Section business meeting.
- d) Assume such duties as may be delegated by the Section.

E. Treasurer

1. The Treasurer shall:

- a) Oversee all procedures required to maintain fiscal accountability.
- b) Complete mandated reports within specified time frames and may consult with outside accounting agencies with Executive Committee.
- c) Assume such duties as may be delegated by the Section.

Section 2. Terms

A. The officers of the Section shall assume office at the end of the Association's Combined Sections Meeting, if one is held.

B. The term of office of each officer shall be three (3) years, or until the election and assumption of office of his/her successor.

- C. No member shall serve more than two consecutive terms in the same office, but shall be eligible again after one year's absence from office.
- D. Any officer unable to complete his term of office shall submit a letter of resignation to the President.
- E. Any officer who fails to perform his duties can be removed from this position by a unanimous vote of the Executive Committee with the exception of the officer in question.

Section 3. Vacancies

- A. Vacancies may be created by death, resignation, removal for failure to serve, or disqualification.
- B. If a vacancy occurs in the office of President, the Vice President shall succeed to the office of President.
- C. If a vacancy occurs in the office of Vice President, Secretary, or Treasurer, the respective office shall be filled by appointment by the Section Executive Committee for the unexpired term.

Section 4. Qualifications

Only such members of the Section as are provided for in the Association Bylaws, Article IV, Section 2, Subparagraph B who have been in good standing for at least 2 years immediately preceding their election and who have consented to serve shall be eligible for election to office. Physical Therapist Assistant, Retired Physical Therapist Assistant, and Life Physical Therapist Assistant members may hold office of Secretary and Treasurer, subject to the limitations specified in the Association Bylaws, Article V, Section 5, Subparagraph C.

Section 5. Executive Committee

- A. Composition: The Executive Committee shall consist of the officers of the Section.
- B. Meetings.
 - 1. Regular meetings. The Executive Committee shall meet a minimum of two times per year.
 - 2. Special Meetings. Additional meetings shall be held at the discretion of the President or upon written request of two of the members of the Executive Committee.
 - 3. Notice required for meetings. Electronic, telefax or phone call notice, unless otherwise stated in the Bylaws, of all meetings shall be given to all members of the Executive Committee no later than thirty (30) days before the date fixed for the meeting. When a decision is needed between meetings of the Executive Committee, voting may be conducted by mail or by conference call with at least a quorum of members participating.
 - 4. Three members shall constitute a quorum.

- C. Duties and Responsibilities:

The Executive Committee shall:

- 1. Carry out the mandates and objectives of the Section as determined by the membership. Between Section business meetings, the Executive Committee may make and enforce such policy as is consistent with the mandates and objectives of the membership and within the scope of these bylaws.

2. Direct all business and financial affairs on behalf of the Section, and not commit the Section to any financial obligation in excess of its available resources.
3. Fill all vacancies occurring on the Executive Committee, and other committees or task forces, except as otherwise provided by these bylaws.
4. Adopt Section goals, strategic plan and budget, annually.
5. Perform other duties as stipulated in the Section's Policy and Procedure Manual.

Section 6. Elections

- A. The elections shall be by electronic or mail ballot. Elections shall be conducted annually at a time deemed optimum by the Executive Committee. Members shall be notified of elections at least 30 days prior to the deadline for casting ballots. Members may vote either electronically or by mail ballot. Voting for candidates shall not be limited to those whose names appear on the ballot. The nominee receiving the most votes shall be declared elected provided that at least ten (10) valid ballots have been cast.
- B. The Nominating Committee shall appoint a teller. A teller's report shall be provided to the Executive Committee following the election. Election results shall be reported to the members through the Section publication and/or Section website within 45 days of the conclusion of elections.
- C. A tie vote shall be broken by vote of at least three (3) members of the Executive Committee, with the President breaking that tie as needed.
- D. Results of elections shall be reported in writing to the Association within forty-five (45) days.

Article VII. Committees

Section 1. Standing Committees of the Executive Committee, Appointed By and Responsible to the Executive Committee

- A. Membership Committee: The Membership Committee shall consist of three members appointed by the Section Executive Committee for a 3-year term.
- B. Program Committee: The Program Committee shall consist of three members as appointed by the Section Executive Committee for a 3-year term.
- C. Publications Committee: The Publications Committee shall consist of Section members as appointed by the Section Executive Committee for 3-year terms.
- D. Other Committees: Additional committees may be established and appointed by the Executive Committee to fulfill the purpose and object of the Section.
 1. Length and Number of Terms: Terms are for three years, commencing immediately following the Executive Committee meeting at which an individual is appointed. Members may serve no more than two sequential terms.
 2. Duties: Duties of other committees shall be established in the Section's Policy and Procedure Manual.
 3. Appointment: Members are appointed by the Executive Committee.

Section 2. Nominating Committee—Elected by and Responsible to the Membership

A. Composition, term, and election

1. Qualifications: Only Life Physical Therapist, Physical Therapist, Retired Physical Therapist members in good standing in the Section for at least 2 years immediately preceding their election and who have consented to serve shall serve as members of the Nominating Committee. Members of the Executive Committee may not serve as members of the Nominating Committee.
2. This committee shall be composed of three members.
3. Members shall serve a term of 3 years, commencing at the close of the Association's Combined Sections Meeting, if one is held, with one member elected each year. The member with seniority shall chair the committee.

B. Duties

1. This committee shall prepare a list of at least two nominees, if possible, from those consenting to serve if elected for each office and for the Nominating Committee.
2. This committee shall be responsible for the distribution of the ballot and any other pertinent election materials to the membership.

- C. Vacancies:** Vacancies in the committee will be filled at the next election by electing two members to the committee. The candidate receiving the highest number of votes will complete a 3-year term; the candidate reviewing the next highest number of votes will complete the vacated term.

Article VIII. Section Delegate

Section 1. Selection

- A. The Section delegate shall be the President or an individual appointed by the Executive Committee who has been a Physical Therapist or Physical Therapist Assistant member in good standing of the Section for at least 2 years preceding her/his appointment and has agreed to serve.
- B. An alternate delegate or any replacement delegate(s) shall be appointed by the Executive Committee.
- C. The Section delegate and alternate will be determined prior to January 1 of each year.
- D. The Section delegate may not serve as a chapter delegate.
- E. The Section will be represented in the House of Delegates at least every third year.

Section 2. Notification of Headquarters

The Section shall notify the Association headquarters of the name of the Section delegate, as required by the Association and the Standing Rules of the House of Delegates.

Article IX. Finance

Section 1. Fiscal Year

The fiscal year of the Section shall be from January 1 through December 31.

Section 2. Limitations on Expenditures

No officer, employee, or committee shall expend any money not provided in the budget as adopted or spend any money in excess of the budget allotment, except by order of the Section's Executive Committee. The Executive Committee shall not commit the Section to any financial obligation in excess of its current financial resources.

Section 3. Dues

- A. Annual dues for the Section shall be:
 - 1. Physical Therapist: \$45
 - 2. Physical Therapist – Post-Professional Student: \$15
 - 3. Physical Therapist Assistant: \$35
 - 4. Life Physical Therapist: \$15
 - 5. Life Physical Therapist Assistant: \$15
 - 6. Student Physical Therapist and Student Physical Therapist Assistant: \$15
 - 7. Retired Physical Therapist and Retired Physical Therapist Assistant: \$15
- B. All dues shall be for the period specified in the Association bylaws, and shall be payable following the Association's schedule.
- C. All dues changes approved by the Section membership and approved by the Association's Board of Directors before the Association's deadline will become effective on the first of the Association's next fiscal year.
- D. The Board of Directors may offer reduced rates for Section dues as an incentive to promote membership.
- E. The Section shall submit its annual financial statements, tax returns, and audit report to the Association when and as directed by Association headquarters.

Article X. Dissolution

- A. The Section may dissolve subject to a recommendation to dissolve supported by no less than 50% of the Section's Executive Committee and adopted by 50% of the Section's members.
- B. In the event that the Section is dissolved, all property and records of the Section shall, after payment of its bona fide debts, be conveyed to the Association.

Article XI. Parliamentary Authority

The rules contained in the current edition of *Robert's Rules of Order (Newly Revised)* govern the Section in all cases in which they are applicable and not inconsistent with these bylaws and any special rules of order of the Section may be adopted.

Article XII. Amendments

Section 1. Compliance with APTA Bylaws

If the intent of an amendment is editorial or to bring the Section's bylaws into agreement with those of the Association, the amendment shall be made as required by the Bylaws Committee Chair and shared with the Executive Committee. The Bylaws Committee Chair shall notify the Section's membership that such amendments have been made.

Amendments to the Section's bylaws approved by membership become effective upon approval in writing by the Association's Board of Directors. (Exception: changes in Section dues become effective on the first of the Association's next fiscal year following approval.)

Section 2. Notification

- A. Proposed changes in the Section bylaws will be sent by electronic or standard mail to the Section membership no later than sixty (60) days prior to the date that is determined to be the last day for receipt of votes via electronic or mail ballot.
- B. Approval of the bylaw amendments by the membership will be by electronic or mail ballot. An affirmative vote by a majority of the votes received by the last day for receipt of ballots is needed for passage, provided that at least ten (10) valid ballots have been cast.
- C. The approved bylaws will be distributed to the membership in a reasonable time period after the voting has been tabulated.

Article XIII. Association as Higher Authority

In addition to these bylaws, the Section is governed by the Association bylaws and standing rules, and by the Association's House of Delegates and Board of Directors policies.

Adopted February of 1995; amended February 2003; amended February 2007; amended April 2016.

Mission

The Home Health Section's (HHS) purpose is to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

Access to Physical Therapist Services

Strategic Outcome: Policy barriers to patient/client access to physical therapist services in home and community-based settings will be reduced and where possible eliminated.

Objectives:

- a. Influence policy, regulation and legislation to ensure and improve access to physical therapy services in home and community-based settings.

Strategies

Assigned	Strategies	Timeline
Membership	1. Survey members for the purpose of identifying policy barriers and industry issues/priorities (comprehensive survey to include items from other Section stakeholders).	Annual – timed to provide feedback for strategic planning (\$500). Wrapped up in July.
Practice Committee	2. Establish a message to support section to identify barriers in state practice acts and strategize opportunities for elimination of those barriers, such as medications. <ol style="list-style-type: none"> a. Develop white papers to support Section positions in relation to the elimination of practice act-based barriers to PT practice in home health. 	ongoing
Practice Committee	3. Review the model practice act and propose revisions that would help to eliminate barriers in home health.	ongoing
Practice Committee	4. Educate state Chapters about practice act barriers in their practice acts and how these barriers impact physical therapist practice.	ongoing

Notes- Solicit current members that are delegates

Education

Strategic Outcome: PT and PTA educational opportunities will be available to meet the needs of home health clinicians, agencies, and students.

Objectives:

- a. Provide quality continuing education programs and educational resources that facilitate and advance best practice utilizing evidence-based medicine.

Assigned	Strategies	Timeline
Practice / Education	1. Continue to develop timely resources to keep members informed. a. White papers, podcasts, audio conferences, webinars, tools, guidelines	ongoing
Executive Committee	2. Explore opportunities and needs for the development of a certificate of competency or specialist certification in home health. a. Certification and Competency b. PTA Certification	progress on home health certification. September 2015
Education Committee	3. Identify and develop new delivery methods for Section continuing education with input from membership survey. a.	7/1/14
Publications Committee	4. Examine the feasibility of creating a peer-reviewed publication, steps involved, needs, etc.	8/2015
Education Committee	5. Identify a method for obtaining CE approval for Section-sponsored education.	9/1/2015

Payment for Services

Strategic outcome: Payment policies will reflect the clinical and practice management expertise and resources required to deliver quality physical therapist services to patients and clients in home and community-based settings.

Objectives:

- a. Influence physical therapists' knowledge of existing payment policy in home and community-based settings.
- b. Insure and influence appropriate coverage and payment for physical therapist services in home and community-based settings.

Assigned	Strategies	Timeline
Gov. Affairs Committee	1. Improve and monitor current knowledge level of HH Section PT members of existing payment policies through surveys followed by a results posting.	7/1/14
Gov. Affairs Committee	2. Partner with APTA in the development of a new payment structure for Home Health.	ongoing
Gov. Affairs Committee	3. Advocate for the value of PT/PTA services and appropriate coverage of their services by insurers. a. Work with state chapters to provide support. b. Work with APTA/Governmental Affairs	ongoing

Public Awareness/Recognition

Strategic Outcome: Home health agencies , professional groups and the public will recognize physical therapists' as self-directed practitioners within interdisciplinary teams in home and community-based settings.

Objectives:

- a. Raise awareness among home health agencies, professional groups and the public about physical therapists' role as self-directed practitioners in home and community-based settings.
- c. Increase positive media coverage of physical therapists' services in home and community-based settings
- d. Promote physical therapy leadership in the home and community based settings

Assigned	Strategies	Timeline
Gov. Affairs TF	1. Collaborate with APTA to include home health in national campaigns to educate the public about physical therapy services.	Ongoing
	2.	
Nominating	3. Sponsor and promote leadership development to develop leaders within the association and the section	Ongoing
Exec. Comm.	4. Continue and enhance our relationships with national, individual state home care associations, and student groups. <ol style="list-style-type: none">a. Identification of key states (hot button states) and section presence through booth presenceb. Maintain booth presence<ol style="list-style-type: none">i. Development of booth materials and productsii. Identify section "expertise" personnel to support the exhibits	Ongoing
Education Committee	5. Develop a pool of "experts" or section representation for key issues on other associations needs (conferences, lobbying, booth representation and state association needs)	9/1/14
Membership	<ol style="list-style-type: none">i. Develop a plan for the improved use of social media to promote Section activities and resources.	9/1/14

Research

Strategic Outcome: Facilitate creation of and access to knowledge that informs clinical decision-making about the delivery of physical therapist services at the point of care.

Objectives:

- a. Advocate for the prioritization of physical therapy research in the home and community-based settings.
- e. Increase access to research for physical therapists in the home and community-based settings.

Assigned	Strategies	Timeline
Research/ Publications	1. Examine the feasibility of creating a peer-reviewed publication, steps involved, needs, etc.	7/1/14
Research	2. Support and foster research opportunities specific to home health.	Ongoing
Research	3. Develop a Journal Library and other available research resources. a. Survey need among Section members.	7/1/14
Research	4. Obtain current knowledge to facilitate the best dissemination of research to the HH Section members through surveys followed by a results posting. Collaborate with Membership on comprehensive survey.	7/1/14

Standards for Practice

Strategic Outcome: Evidence-based practice principles will be routinely identified, applied, and integrated in physical therapist practice in home and community-based settings.

Objectives:

- a. Increase physical therapists' use of evidence-based medicine.

Assigned	Strategies	Timeline
Practice Committee	1. Develop guidance and tools related to practice in home health. a. (Action Item).	ongoing
Practice Committee	2. Develop a certificate in home health.	Ongoing 6/2016



Definitions of Official Documents

White Paper

A white paper is an authoritative report or guide helping readers to understand an issue, solve a problem, or make a decision. An authoritative report is considered evidence-based, that uses a thorough literature review and involves content experts either as part of the review or actual development of the white paper.

Position Paper

A position paper is an essay that presents an opinion about an issue, integral to the interest of the home health section members. Position papers range from the simplest format of a letter to the editor through to the most complex in the formal position paper. Position papers are also used by large organizations to make public the official beliefs and recommendations of the group. Current literature support or research support should be included as appropriate.

Guidelines

A guideline is a statement by which to determine a course of action. A guideline aims to streamline particular processes according to a set routine or sound practice. By definition, following a guideline is never mandatory. Guidelines are not binding and are not enforced.

Guidelines may be issued by and used by home health section members to make the actions of its members more predictable, and presumably of higher quality.

Worksheet/Toolkit

A specially prepared sheet, pamphlet, or booklet containing information to assist in planning and accomplishing some piece of work.

Home Health Section – APTA

Board Policy: Board Member Annual Letter of Agreement

As member of the Board of Directors of the Home Health Section – APTA, I am fully committed to the mission and have pledged to help carry it out. I understand that my duties and responsibilities include the following:

1. I will be fiscally responsible, with other board members, for this organization. I will know what our budget is and take an active part in reviewing, approving, and monitoring the budget.
2. I know my legal responsibilities for this organization as a member of the board and will take an active part in establishing and overseeing the organization's policies and programs.
3. I will act in accordance with the bylaws and operating principles outlined in the organization policies and procedures and understand that I am morally responsible, as a member of the board, for the health and well-being of this organization.
4. I will know and understand the responsibilities of my position as outlined in the job description and as assigned by the board.
5. I will execute the charges given to me by the board to the best of my abilities.
6. I will actively promote the Home Health Section in the community and will encourage and support members and staff.
7. I will prepare for and attend board meetings, committee and work group meetings to which I am assigned, be available for phone consultation as needed.
8. I will publicly support the decisions of the board and will not impugn the reputations of my fellow board members or staff.
9. If I am not able to meet my obligations as a board member, I will offer my resignation.
10. I will mentor and orient my successor in order to sure leadership continuity and the preservation of organization knowledge.
11. In signing this document, I understand that no quotas are being set and that no rigid standards of measurement and achievement are being formed, and trust that all board members will carry out the above agreements to the best of our ability.

Board Member Signature:



Board Member Printed Name:

Date:

Thank you for your service!

Home Health Section – APTA

Board Policy: Antitrust Compliance

The antitrust laws of the United States and the various states prohibit agreements, combinations and conspiracies in restraint of trade. Because the Home Health Section of the American Physical Therapy Association (herein after referred to as the “Home Health Section”) and other trade and professional associations are, by definition, combinations of competitors, one element of a possible antitrust violation is generally present, and only some action by the association that unreasonably restrains trade generally needs to occur for there to be an antitrust violation. Consequently, associations are common targets of antitrust plaintiffs and prosecutors.

The consequences for violating the antitrust laws can be severe. A conviction can carry stiff fines for the association and its offending leaders, jail sentences for individuals who participated in the violation, and a court order dissolving the association or seriously curtailing its activities. The antitrust laws can be enforced against associations, association members, and the association's employees by both government agencies and private parties (such as competitors and consumers) through treble (triple) damage actions. As the principal federal antitrust law is a criminal conspiracy statute, an executive who attends a meeting at which competitors engage in illegal discussions may be held criminally responsible, even if he or she says nothing at the meeting.

The executive's attendance at the meeting may be sufficient to imply acquiescence in the discussion, making him or her liable to as great a penalty as those who actively participated in the illegal agreement.

The antitrust laws prohibit competitors from engaging in actions that could result in an unreasonable restraint of trade. Above all else, association members should be free to make business decisions based on the dictates of the market – not the dictates of the association.

Some activities by competitors are deemed so pernicious and harmful that they are considered per se violations – it does not matter whether or not the activities actually have a harmful effect on competition; the effect is presumed. These generally include price fixing, allocation of customers, markets or territories, bid-rigging, and some forms of boycotts. In addition, there are many features that factor into price; agreements as to warranty duration, freight terms, or other factors that can directly impact price also are proscribed.

Other actions such as standards development, certification programs, and relationships between distributors and suppliers generally are evaluated under a rule of reason – there is a balancing between the pro-competitive and anti-competitive aspects of the activities; the

pro-competitive effects must outweigh the anti-competitive ones. These areas also should be approached with caution and legal guidance.

The Home Health Section has a policy of strict compliance with federal and state antitrust laws.

Home Health Section members should avoid discussing certain subjects when they are together –both at formal Home Health Section membership, Executive Committee, committee, and other meetings and in informal contacts with other industry members – and should otherwise adhere strictly to the following guidelines:

- DO NOT discuss prices, fees or rates, or features that can impact (raise, lower or stabilize) prices such as discounts, costs, salaries, terms and conditions of sale, warranties, or profit margins. Note that a price-fixing violation may be inferred from price-related discussions followed by parallel decisions on pricing by association members — even in the absence of an oral or written agreement.
- DO NOT agree with competitors as to uniform terms of sale, warranties or contract provisions.
- DO NOT exchange data concerning fees, prices, production, sales, bids, costs, salaries, Customer credit, or other business practices unless the exchange is made pursuant to a well-considered plan that has been approved by Home Health Section's legal counsel.
- DO NOT agree with competitors to divide up customers, markets or territories.
- DO NOT agree with competitors not to deal with certain suppliers or others.
- DO NOT try to prevent a supplier from selling to your competitor(s).
- DO NOT discuss your customers with your competitors.
- DO NOT agree to any association membership restrictions, standard setting, certification, accreditation, or self-regulation programs without the restrictions or programs having been approved by Home Health Section's legal counsel.
- DO insist that Home Health Section meetings that have agendas are circulated in advance and that minutes of all meetings properly reflect the actions taken at the meeting. All Home Health Section meetings generally should have written agendas prepared and circulated in advance.
- DO leave any meeting (formal or informal) where improper subjects are being discussed. Tell everyone why you are leaving.

- DO ensure that only Home Health Section staff sends out all written and electronic correspondence on behalf of the Home Health Section and that Home Health Section Board members, directors, committee members, or other members do not hold themselves out as speaking or acting with the authority of Home Health Section when they do not, in fact, have such authority
- DO ensure that if questions arise about the legal aspects of Home Health Section's activities or your individual responsibilities under the antitrust laws, you seek advice and counsel from your own counsel or from the staff and counsel of Home Health Section.

Any questions about Home Health Section's antitrust policy should be directed to Home Health Section's Executive Director.

Adopted by the Executive Committee of the Home Health Section, September 13, 2007

Home Health Section – APTA

Board Policy: Home Health Section “Whistleblower” Policy

The Home Health Section (Association) is open and accountable to Association members and Association staff. The Association Board of Directors encourages the membership and staff to act ethically and to report honestly to the officers of the Association about any conduct or activity that they perceive to be contrary to the policies or ethics of the Association. The Association is committed to compliance with all laws to which it is subject and all current policies, and to act in all ways appropriate for organizations operating with the highest ethical standards. To that end, the Board of Directors adopts this policy regarding the reporting by members or employees of the Association of any activity that they perceive to potentially violate law, policy or ethical standards.

This policy is intended to cover serious concerns that could have an impact on the Association including but not limited to:

1. Actions that could lead to incorrect financial reporting that are unlawful, are inconsistent with the current policies and procedures or otherwise lead to serious misconduct
2. Unethical business conduct
3. Sexual harassment
4. Discrimination based on race, gender, sexual preference, religion or handicap
5. Every effort will be made to protect the confidentiality of any complainant and harassment or retaliation of any sort against the complainant will not be tolerated by the Association. While anonymous complaints will be accepted, members and employees are encouraged to identify themselves in order to increase the credibility of the complaint and to facilitate follow-up investigation.

Procedure

If feasible, the members or employees are encouraged to present their complaint to one of the officers of the Association in writing. However, if the individual is not comfortable speaking with one of the officers, the individual is encouraged to contact the Executive Director. While the member or staff person is not expected to prove the truth of the allegation, the member or the staff should be prepared to submit whatever evidence is available to support the allegation and also expect to be interviewed (unless the complaint is anonymous).

A prompt investigation will be conducted by an appointed independent investigator while maintaining the confidentiality of the complainant. The action taken will be dependent upon the nature of the concern and might entail civil or criminal proceedings or termination of an appointment or service to the Association

Adopted by the Home Health Section Executive Committee 3-2014

Home Health Section – APTA

Board Policy: Board Member's Conflict of Interest & Disclosure Form

In their capacity as directors, the members of the Board of Directors (the "Board") of the Home Health Section of the American Physical Therapy Association ("HHS") must act at all times in the best interests of the HHS. The purpose of this policy is to help inform Board members about what constitutes a conflict of interest, assist the Board members in identifying and disclosing actual and potential conflicts, and help ensure the avoidance of conflicts of interest where necessary. This policy may be enforced against individual Board members as described below.

1. Board members have a fiduciary duty to conduct themselves without conflict to the interests of the HHS. In their capacity as Board members, they must subordinate personal, individual business, third-party, and other interests to the welfare and best interests of the HHS.
2. A conflict of interest is a transaction or relationship, which presents or may present a conflict between an Officer's obligations to the HHS and the Board members personal, business or other interests.
3. All conflicts of interest are not necessarily prohibited or harmful to the HHS. However, full disclosure of all actual and potential conflicts, and a determination by the disinterested Board members - with the interested Board member(s) recused from participating in debates and voting on the matter - are required.
4. All actual and potential conflicts of interests shall be disclosed by Board members to the HHS Board of Directors through the annual disclosure form and/or whenever a conflict arises. The disinterested members of the HHS Board shall make a determination as to whether a conflict exists and what subsequent action is appropriate (if any). The HHS Board shall inform the member(s) of such determination and action. The Board of Directors shall retain the right to modify or reverse such determination and action, and shall retain the ultimate enforcement authority with respect to the interpretation and application of this policy.
5. On an annual basis, all Board members shall be provided with a copy of this policy and required to complete and sign the acknowledgment and disclosure form below. All completed forms shall be provided to and reviewed by the HHS Board of Directors, as well as all other conflict information provided by Officers.

I have read the Home Health Section Conflict of Interest Policy set forth above and agree to comply fully with its terms and conditions at all times during my service as a Home Health Section Board member. If at any time following the submission of this form I become aware of any actual or potential conflicts of interest, or if the information provided below becomes inaccurate or incomplete, I will promptly notify the HHS President & Executive Director in writing.

Disclosure of Actual or Potential Conflicts of Interest:

Board Member Signature:



Board Member Printed Name:

Date:

Thank you for your service!

Home Health Section - APTA

Complaint & Disciplinary Policy

Submission of a Complaint

Individuals may file a complaint against individual leaders, staff of the Home Health Section of APTA, or about activities of the Section. The written complaint must include the stated complaint, relevant supporting materials, the complainant's day phone number and email address. The complaint should be addressed to the Section Executive Director. If the Section Executive Director is the target of the complaint, the complaint should be addressed to the Section President.

Acceptance as a Complaint

The complaint shall be reviewed by the Executive Director to ascertain if the criteria for acceptance of a complaint are met. The Executive Director will make this determination within 15 days and will advise the complainant if the complaint meets the criteria. The complainant will have 15 days to address any deficiencies in the complaint and resubmit. The acceptance criteria are as follows:

1. Complainant must have personal knowledge of the alleged violation or misbehavior or must be in a position to supply relevant and reliable documentation.
2. Complainant must demonstrate by documentation and factual evidence that the complaint involves an issue or issues directly related to the Home Health Section or APTA's policies or Section programs. Matters of a personal nature or matters not related to the criteria set forth will not be considered. Complaints related to individual physical therapist practice and interaction with patients are not considered by the Home Health Section and should be raised with the APTA state chapter in the relevant jurisdiction. The Home Health Section does not consider complaints against individuals who are not members or staff of the Home Health Section.
3. Accepted complaints will be first processed by the Executive Director for the purpose of attempting to resolve the complaint informally. If resolution by the staff is not possible, the Section Executive Committee will review the matter or appoint a Disciplinary Review Panel and, if warranted, investigate the complainant's statements in accordance with established policies and procedures. When appropriate, the Section may refer complainants to the relevant state Chapter President.

Assignment of Complaint

The Home Health Section Executive Committee meets approximately ten times annually by conference call. Upon acceptance of a complaint, the complaint will be slated for discussion at the next meeting of the Section Executive Committee at which time the Executive Committee will determine whether or not it shall review the matter or appoint a Disciplinary Review Panel. Criteria for determining assignment of the complaint to the Executive Committee or a Disciplinary Review Panel include: involvement of current Executive Committee member(s) as subjects of the complaint or as complainants, availability of current Executive Committee members to meet and review the complaint in a timely manner.

Review Panel Members, if Appointed

The Review Panel shall be constituted of at least one current Executive Committee member and two current Home Health Section members not currently serving in a leadership capacity for the Home Health Section Board of Directors. No Review Panel member shall be appointed to serve for a case in which he or she has a conflict of interest or under any circumstances in which the member cannot render impartial and unbiased judgment.

Meeting of the Review Panel (Executive Committee or Appointed Panel)

The Review Panel shall meet within 90 days of the date on which the complaint is assigned or on a date mutually acceptable to the individual and the Review Panel. The complainant and the individual who is the source of the complaint (where applicable) may be scheduled to appear together or separately before the Panel to make an oral and/or written presentation and to respond to questions from the Panel. Either party may be represented

by counsel; however, the proceeding is conducted on an informal basis. The Review Panel may request the assistance of counsel to provide guidance in the interpretation and resolution of legal or procedural problems that may arise in the context of a complaint.

Documents to Be Considered by the Review Panel

The issues addressed by the Review Panel shall be limited to those included in the complaint. The Panel, the member, and legal counsel (if applicable) shall be furnished with all of the documents reviewed by the Review Panel.

Panel Recommendation

A written report of the Review Panel, including the recommendation and reasons for such, is prepared within 30 days and is provided to the Home Health Section Executive Director and distributed to the Home Health Section Executive Committee.

Executive Committee Review, Determination and Communication

At its next regularly scheduled meeting, the Executive Committee reviews the recommendation from the Review Panel, and may accept, reject, or modify the recommendation with respect to the determination of violation or the recommended disciplinary action to be imposed.

The final determination will be communicated by written notice within 30 days of the determination to the member and the complainant.

Disciplinary Action

Authority

The Home Health Section Executive Committee is the only entity authorized to take disciplinary actions under this policy. Disciplinary action by the Executive Committee may be further limited and/or prescribed by the Section Bylaws and additional Section policy.

Disciplinary Actions

If the Executive Committee determines that grounds exist to take disciplinary action against a member, it may take one or more of the following actions or such other action(s) as it may deem appropriate:

- Pursue further disciplinary action through the American Physical Therapy Association;
- Issue the individual a reprimand;
- Remove the individual from a leadership position, volunteer service and/or any future service to the Home Health Section;
- Notify other legitimately interested parties of the Executive Committee's findings and disciplinary action.

Further Action

There is no Home Health Section appeals process, but decision by the Home Health Section on a complaint does not prevent the complainant from further use of APTA disciplinary processes. Complainants may pursue additional action through those venues.

Relevant Documents

APTA Code of Ethics

APTA Standards of Conduct

APTA Disciplinary Action Procedural Documents BOD R03-04-11-23

Rev. September 2015

APTA Home Health Section Education

Fee Guidelines

Speaker Fee

Co-Sponsorship- Financial agreement involving Home Health Section and an external 'vendor'. Fee agreement negotiated by Section Executive Director on a case-by-case basis.

Deliver On-Site New Content Presentation- Content developed and delivered by speaker

- CSM speaker honorarium is based on a flat rate of **\$100 per hour of presentation time**
 - In cases of multiple speakers, \$100/hour fee is divided equally among speakers
 - Speakers receive CSM registration discount from APTA
- For venues other than CSM, speaker honorarium is based upon a flat rate of **\$200 per hour of presentation time**

Deliver On-Site 'Canned' Presentation- Existing content is delivered by speaker (ex- Speaker Bureau)

- Speaker honorarium is based upon a flat rate of **\$150 per hour of presentation time**
- Travel expenses (mileage, parking, etc) covered by Section

Deliver Audio Conference/Webinar- Content developed and delivered by speaker (internal content expert)

- Speaker honorarium is based upon a flat rate of \$500 per 60-90 minutes of presentation time.

Registration Fee

Narrated Power Point on APTA Learning Center

- Fee established by APTA

Live Webinar

- Section Member \$52/hour
- Non-Section Member \$65/hour
 - *Registration fee reduced to Section Member level if registrant signs up for Home Health Section
- Non-Member \$85/hour

Live In-Person Event

- Section Member \$30/hour
- Non-Section Member \$40/hour
 - *Registration fee reduced to Section Member level if registrant signs up for Home Health Section
- Non-Member \$55/hour



Appointment Request Form for Committees/Task Forces

Instructions: Completed request forms should be submitted in PDF format to the Home Health Section Executive Director via email attachment and copied to the committee or task force's appropriate Board liaison (officer). Request forms must be submitted by the Chair of the over-seeing committee.

Appointees must be current Home Health Section members. Please verify membership status in the Section prior to submission. <http://www.apta.org/apta/directories/Members.aspx> (login required prior to access)

Please obtain consent of the individual to serve prior to submission of form.

Term lengths: Committee assignments are limited to two consecutive three (3) year terms, including the individual's role as Chair.

An individual may not serve on a single committee continuously for longer than six (6) years. An individual may serve on multiple task forces or committees. An individual may serve on a different committee once his/her time expires on the current committee.

Date of Submission: _____ Submitting Chair's Name: _____

Committee or Task Force for Proposed Appointment: _____

Name of Proposed Appointee: _____

Email address for proposed appointee: _____

Proposed Term Start Date: _____ Proposed End of Term: _____

Is this individual replacing a current or resigned committee/task force member? _____ Yes _____ No

If "Yes", whom is he/she replacing: _____

Additional Comments:

for office use only

Approved: _____ Yes _____ No

Date: _____

Follow up comments/questions:

Home Health Section
American Physical Therapy Association
P.O. Box 4553 Missoula, MT 59806-4553
866-230-2980
Fax: 866-861-4675
rlchilders@homehealthsection.org

Expense Reimbursement Request

Revised 4-2016

****Submit within 45 days****

Name:	
Send check to [complete address]:	
Phone: (H)	(W)
Purpose of Travel:	Dates of Travel:

TRAVEL EXPENSES (*Please calculate totals*)

DATE →							TOTAL (L-R)
Airfare (total)							
Ground transportation							
Car Mileage (IRS rate)							
Parking							
Hotel/Lodging							
Breakfast							
Lunch							
Dinner							
Misc*							
Misc*							
Misc*							
Total by Day (top to btm)							
TOTAL REQUESTED							

Refer to the Section's reimbursement instructions for details on the policies that apply to reimbursement by the Section.

Special Instructions: You do not need to break-down non-daily expenses (like airfare) by day. Just list the expense under the first day. Please provide a general description of miscellaneous items (examples: baggage fees, room tips, etc.) where indicated below (or replace the "Misc" with the description in the table above.)

***Description of Miscellaneous Items:**

Electronic Submission: You may transmit this form and receipts by scanning and sending in an email attachment or by fax. If possible, please scan receipts to a single file rather than multiple files. Please make sure all pages are legible.

I certify that this statement is true _____ Date _____
An electronic signature here is acceptable.

For staff use only

Committee/Task Force/Work Group Report

Date of Report:	
Group Title:	
Person Submitting:	
Current Group Members:	
Unless directed otherwise, submit this report as an email attachment to: RLCHILDERS@homehealthsection.org .	

What are the current goals/objectives for this group?

What are your group's current priority activities?

When is your next scheduled group meeting?

Activities/Accomplishments since last report:

What resources (if any) does your group currently need from the Executive Committee (Examples: additional volunteers, approval of anticipated, but unbudgeted, expenses, direction, etc.)?

Additional Comments:

Committee/Task Force/Work Group Report

Date of Report:	June 25, 2016
Group Title:	Member Recognition Task Force
Person Submitting:	Robin Childers, Executive Director & Group Chair
Current Group Members:	John Doe, Mary Sunshine, Johnny Carson, Doug Horsecapture, Gloria Smith
Unless directed otherwise, submit this report as an email attachment to: RLCHILDERS@homehealthsection.org .	

What are the current goals/objectives for this group?

To recommend to the Home Health Section Executive Committee by August 1, 2016 method(s) for annual and ongoing recognition of members who provide volunteer service to the Section as committee or group members. Considerations: Ongoing recognition expense must not exceed \$500/year and procedures must be practical and sustainable by volunteers and Section staff.

What are your group's current priority activities?

- Interview other Section leaders to identify existing successful models and get some guidance related to what has worked and what has not worked among other Sections.
- Interview the Section Executive Director for input related to what other associations may be doing to recognize volunteers.
- Group currently plans to discuss its findings at a meeting on July 1 and identify potential workable models based upon input from others. Group leader is charged to summarize findings and discussion prior to follow up meeting.

When is your next scheduled group meeting?

July 1, 2016 conference call for preliminary discussion of findings.

July 20, 2016 follow up conference call to finalize recommendation and prepare final report to Executive Committee.

August 1, 2016 group leader to present final report and recommendation to Executive Committee (EC) at regularly scheduled EC meeting.

Activities/Accomplishments since last report:

Group met only once previously (June 15) to discuss charge from Executive Committee, establish action items, and timelines. Individual group members were charged at this meeting to contact specific Sections for interviews and this work is currently ongoing.

What resources (if any) does your group currently need from the Executive Committee (Examples: additional volunteers, approval of anticipated, but unbudgeted, expenses, direction, etc.)?

It may be difficult for this task force to determine what is practical and sustainable for volunteers and the Section staff with regard to a recognition program. **We'd like to request that the Section Executive attend our group's July 20th meeting** so that she can provide some feedback related to this as we begin to discuss options and move toward a final recommendation. This will help to ensure that our final recommendation(s) are practical and sustainable within existing work expectations of volunteers and the Section Executive.

Additional Comments:

None at this time.

ANNUAL MOTION/ACTION TRACKING

Year: _____

Update: _____

TRACKING: White = *No Further Action Needed* Green = *Work in Progress – We're On it!* Orange = *Need an Update – What's Going On?*

A. MOTIONS PASSED		Date/Meeting	WHO	Status
1				
2				
3				
4				
5				
13				Ongoing. Followup needed.

B. ACTIONS/CHARGES		Date/Meeting	WHO	Status
1				
2				
3				
4				
5				Status unknown.
6				
7				

C. MOTIONS/ACTIONS TABLED OR POSTPONED		Date/Meeting	WHO	Status
1				
2				
3				
4				
5				

Informed Consent for Case Report

Title: Physical Therapy Case Report for the Home Health Section Quarterly Newsletter

Physical Therapist/Primary Author: _____

Phone: _____ **Email:** _____

Description: Home health physical therapy services are delivered in the privacy of a patient's residence. As a result, specialized assessments and therapeutic interventions utilized by the physical therapist in the home environment are often not readily open to observation by other clinicians. By publishing descriptions of assessments, interventions used, responses to treatment, and patient outcomes, physical therapists will gain practical knowledge of various strategies and approaches used by other home health physical therapists across the country.

Purpose: The purpose of publishing case reports from home health physical therapy practice is to share innovative and relevant clinical practices, describe clinically unique and/or complex patient conditions, inform others, and promote the advancement of evidence-based home health clinical practice.

Procedures: If you agree to participate in this project, please sign and date this consent form. The physical therapist providing your care will write a case report including a description of assessments, interventions, responses to treatment, and outcomes. Once approved by the Newsletter Editor, the case report will be published in the Home Health Section Quarterly Newsletter.

Risk: There is no additional risk or potential for harm beyond that normally experienced with home health physical therapy intervention. Your treatment program will not be altered as a result of participation in this project.

Benefits: There will be no direct benefit to you as a result of participation. You will receive satisfaction by participating in the enhancement of knowledge among home health physical therapists.

Confidentiality: The author will sufficiently generalize your information and refrain from identifying you as an individual so as to protect your individual identity and protected health information.

Participation/Withdrawal: Your participation in this project is voluntary and you may withdraw at any time prior to publication of the case report.

Contact Information: If you have any questions about this project, you may speak directly with the Physical Therapist/Primary Author identified above. You may also contact the Home Health Section Research Chair (Dr. Matt Janes, PT, MHS, OCS, CSCS) @ 502-387-1484.

Patient Name (Print)

Patient Signature

Physical Therapist/Primary Author Signature

Date

Home Health Physical Therapy Case Report

The purpose is to provide a detailed description of the physical therapy management for patients receiving home health treatment. Selection of the individual patient can provide relevant information to home health practitioners by describing unusual cases, highlighting a clinical experience that has not yet been described in the literature, or defining success/failure of a given treatment approach.

Directions: This form has been standardized for the Section's use in publication. You cannot alter the text on this page or change the field formats, but you are welcome to provide us with supplemental information or special instructions related to your case report in a separate document(s). Hints and instructions are available in blue italics below each field. The fields will expand as you enter text. You can move from field to field by using the Tab button or simply clicking in the field.

Please note that you are required to submit a completed "Informed Consent Form" with the case report. If your company also requires the completion of an informed consent form, please submit a copy of your completed company form along with the Home Health Section form. (You are welcome to black out any confidential information in the form.)

Title

Be specific: refer to the condition and/or intervention that make this case of interest to home health therapy practice. The title should clearly state what the case report is about. For example: "Home Health Management of the Bilateral Total Knee Replacement Patient: Functional training considerations and effective approaches to developing the patient's tolerance for exercise progression."

Background/Purpose

State the focus of the case as related to diagnosis/clinical condition and home health physical therapy treatment. The author should feel free to state opinion and share anecdotal experience as motivation for writing case report. If available, a brief review of the literature related to the topic should be included. If relevant, include information about other disciplines involved in the care and any unusual or challenging issues. The statement of purpose is most often appropriate at the conclusion of this section.

Patient Profile

This section should help the reader understand and appreciate the exact nature of the patient's condition and justification for home health physical therapy services. The following may be included:

- *Demographic characteristics*
- *Primary reason for home health physical therapy treatment*
- *Home health primary diagnosis and co-morbidities*
- *Patient's concerns/complaints*
- *Other relevant medical history*
- *Prior or current services related to the current episode*
- *Patient/family goals for physical therapy*

Physical Therapy Assessment

Describe the patient's baseline status: functional limitations, key impairments, and relevant pathology. The use of standardized outcome measures (e.g. - Timed-Up-And-Go, BERG Balance Scale) is encouraged. Describe clinical tests performed and patient response.

Physical Therapy Intervention

Provide parameters such as intensity, frequency, duration, and progression. State changes in treatment over time, along with the rationale for such changes. Sufficient detail should be included so that reader can readily replicate the treatment approach (tables and flow sheets are acceptable).

Outcome

Describe the treatment outcomes with time points and compare discharge outcomes to baseline. The patient's improvement with standardized outcome measures can be presented here.

Discussion

Summarize how the case demonstrated the intended purpose. Relate this case to potential implications for home health clinical practice (e.g.- "lessons learned)". The author may note the need for further research in an attempt to encourage higher-level investigation.

References

Provide literature citations following AMA style (if applicable).

Home Health Section – APTA

Quarterly Internal Audit Procedures

Purpose

In general, financial audits exist to add credibility to the implied assertion by the association's management that its financial statements fairly represent the association's position and performance to its members.

The quarterly internal audit is intended to ensure that Section records for financial transactions are accurately recorded and documented and to provide outside review and oversight of transactions by an individual not directly involved in conducting the transactions.

Who

The quarterly internal audit is conducted by the Treasurer.

Frequency

The Treasurer may conduct the audit at a time convenient to him/her, but an audit should be conducted at least every three months, preferably within 15 days of the conclusion of a quarter, starting with the third quarter of 2013 (July – September 2013; audit ideally to be completed by October 15, 2013).

Process

1. Current balance sheet and statement of financial position
 - a. Request these statements through the end of the current quarter if not already provided
 - b. Review and ask questions, if needed
2. First Security Bank
 - a. Access the bank account online and go to the Transactions listing
 - i. Identify 3-5 debit (expense) transactions (randomly or for cause), noting transaction date, check number or electronic tracking number, payee, and amount.
 - ii. Identify 3-5 credit (income) transactions (randomly or for cause), noting transaction date, amount of transaction, source of transaction, and any coding information (if applicable).
 - b. Forward transaction list to Executive Director and request documentation and/or background regarding transactions.
 - i. Discuss any discrepancies.
3. Vanguard
 - a. Confirm balance on reconciled statement matches balance sheet

Considerations

1. Documentation for some transactions, particularly merchant account transactions, may not be immediately available as the transactions may occur prior to their inclusion on a statement.

Home Health Section

Quarterly Internal Audit Form
Transaction Test Items

Audit Date:		
Treasurer:		
EXPENSE ITEMS		
Clearance Date	Amount	Payee
Response:		
Response:		
Response:		
Response:		
Response:		
INCOME ITEMS		
Clearance Date	Amount	Type of Transaction and/or Payer (regular deposit, credit card/merchant deposit, APTA, etc.)
Response:		
Response:		
Response:		
Response:		
Response:		

Comments:

Treasurer's Signature

Approval Date

Home Health Section – APTA

Conflict of Interest Procedures

Executive Committee Recommendations, January 16, 2016

In a meeting on January 16, 2016, the Home Health Section Executive Committee recommended the following procedures related to application of the Section's Conflict of Interest Policy:

- Individuals may bring conflicts of interest items forward in the future by contacting a Home Health Section officer. They may request anonymity. It is preferred that a summary of the conflict is provided in writing or through a phone conversation with the officer. The individual identifying the perceived conflict should state clearly the perceived nature of the conflict (the subject has a financial interest, a personal or professional relationship that has bearing, etc.)
- The Executive Committee will review perceived conflicts of interest in accordance with the Home Health Section Conflict of Interest Policy and determine whether or not a conflict exists, and determine appropriate resolution.
- The officer in receipt of the complaint will inform the complainant of the Executive Committee's resolution.

Executive Committee Recommendation: 1/16/2016



Orientation Check Lists

Committee Chair and Executive Director Responsibilities for
Orienting Incoming Chairs and New Committee Members

Committee Chair Orientation Responsibilities

Orienting New Committee Members:

- ☐ Committee purpose, priorities, and programs
 - Strategic action items or current projects
- ☐ Expectations and responsibilities
 - Meeting attendance
- ☐ People – provide a list of all committee/group members and contact information
- ☐ Meeting schedule
- ☐ Communication – how does this group communicate? If you are using Basecamp, provide this information and connect the new member to your committee or group's Basecamp projects
- ☐ Conflict of interest policy and agreement

Orienting Incoming Chair (when you are the outgoing chair):

Note that orientation for the incoming chair may vary slightly when the incoming chair is a current member of the applicable committee.

- ☐ Committee purpose, priorities, and programs
 - Strategic action items or current projects and status of each
 - Current charges
- ☐ Expectations and responsibilities
 - Job description
 - Additional work groups, task forces the Chair is responsible for, if applicable
- ☐ People – provide a complete list of all committee/group members and contact information
 - Approval process for new members
 - Recognizing individual contributions to committee/group work
- ☐ Meeting schedule and Committee conference call information
- ☐ Communication – how does this group communicate? If you are using Basecamp, provide this information and connect the new member to your committee or group's Basecamp projects
- ☐ Finance
 - Current committee budget and budgeting process
 - Monitoring committee and project finances
 - Funding for meetings, reimbursement form and instructions
- ☐ Resources & Key Documents

Executive Director Orientation Responsibilities

Orienting New Officers:

Key orienting documents: Section Essentials; New Leader Orientation Manual; Board Orientation Supplement

- ☐ Section Essentials

- Mission statement
- Tax status and relevance
- Organizational structure and authority
- Governance
- Staff and management
- Expectations and Responsibilities of Officers
 - Job description
 - Executive Committee
 - Board
 - Committee and group liaison arrangements
 - Policies
 - Code of Conduct
 - Anti-trust
 - Whistleblower
 - Conflict of Interest and form
 - Annual letter of agreement
- People – provide a current list of Board members, key contacts, and contact information
- Current Meeting Schedule
- Finances & Budgeting
- Overview and location of key documents
 - Bylaws
 - Strategic Plan
 - Policy & Procedure Manual
 - Minutes
 - Additional APTA resources as relevant
- Document Signature
 - Annual Letter of Agreement
 - Conflict of Interest

Orienting New Chairs:

Key orienting documents: Section Essentials; New Leader Orientation Manual; Board Orientation Supplement

- Section Essentials
 - Mission Statement
 - Tax status and relevance
 - Organizational structure and authority
 - Governance
 - Staff and management
- Expectations and Responsibilities of Chair
 - Board
 - Policies
 - Code of Conduct
 - Anti-trust
 - Whistleblower
 - Conflict of Interest and form
 - Annual letter of agreement
- People – provide a current list of Board members, key contacts, and contact information
- Current Meeting Schedule
- Finances & Budgeting
 - Travel and reimbursement

- Overview and location of key documents
 - Bylaws
 - Strategic Plan
 - Policy & Procedure Manual
 - Minutes
 - Additional APTA resources as relevant
- Document Signature
 - Annual Letter of Agreement
 - Conflict of Interest

Home Health Section – APTA

September 20, 2012

Definition: A position statement is a declaration of where an individual or a group stands on an issue.

Purpose: Associations generally adopt position statements for the purpose of setting forth a persuasive argument that is intended to influence or change behavior or opinion on an issue of relevance to the organization and/or greater society.

Process for Section Adoption of Position Statements

1. Position statement development is initiated by the section Board of Directors through a written description of the issue, need and purpose for a section-sponsored position
 - a. Individual section member(s) may also initiate this process through the section Board of Directors by providing a request, written description of the issue, need and purpose for a section-sponsored position to the section President or Executive Director
2. The Board will investigate and determine appropriateness of the position statement, the section's role relative to, and whether or not the issue is already addressed through current component or APTA policy or positions.
3. The section Board of Directors will establish a Task Force for the purpose of facilitating development of the position statement and the statement approval process and appoint a Task Force Chair from the section membership.
 - a. In collaboration with the section Board of Directors, APTA staff, members, and stakeholders, the Task Force Chair for the position statement will identify key content experts and recommend appointments to the Task Force. Task Force members are subject to Home Health Section Board approval.
4. The Task Force will draft a position statement to include a rationale and purpose for the statement, as well as related references (if applicable). The Task Force will present the proposed position statement to the section Board of Directors for approval.
5. Section Board reviews, makes recommendations or revisions, and adopts.
6. Section staff forwards Board-adopted position statement to APTA for review.
 - a. Component Board considers feedback from APTA; directs Task Force related to needed revisions.
7. Section Board re-approves if revised.
8. Section publishes statement draft with a solicitation for comments and a comment period of at least 30 days.
9. Task Force reviews all comments, identifies conflicts, revises as needed and re-presents to the section Board of Directors.
10. Section publishes final draft statement at least 30 days prior to vote by members.
11. Action on statement at member meeting or via ballot.
12. Section staff will forward section-adopted position statements to APTA, all APTA components, and relevant allies, and publish on the section website.

Adopted by Home Health Section Executive Committee Sept. 21, 2012

Committee Budget Procedure

APTA Home Health Section

- List of Committees (Liaison)
 - Executive
 - Public Relations (President)
 - Educational Programming (Treasurer)
 - Publications (Vice President)
 - Practice (Vice President)
 - Membership (Secretary)
 - Nominating (Secretary)
 - Finance (Treasurer)
 - Research (Vice President)
- Committee Chair develops a budget proposal for the following fiscal year and submits to the Executive Committee Liaison no later than August 1st of the current year. The proposal will take into consideration the following criteria:
 - Expense Guideline
 - Not to exceed an increase of 10% over prior year expenses unless prior collaboration has occurred with Executive Committee Liaison
 - Strategic Plan
 - Planned activities must align with goals of the Section
- Executive Committee Liaison submits budget proposal to Treasurer
- Treasurer compiles budget proposals and reviews the sum total in relation to the current P&L statement with Finance Committee. Treasurer compiles information from the review process and sends Finance Committee findings to Executive Director no later than October 15. Executive Director adds the information to the subsequent Executive Committee meeting agenda.
- Treasurer discusses the findings of the Finance Committee with the Executive Committee and makes recommendation to approve/amend proposals.
- Committee Liaisons communicate final budget decisions back to corresponding Committee Chairs.
- Committee budgets are finalized no later than December 1.

Home Health Section – APTA Reimbursement Instructions

Internal Revenue Service regulations (1.162.17) require that individuals who receive reimbursement from the Association for travel and entertainment expenses be able to support those expenses as to: a) the amount, b) the time and place of the travel or use of the facility, c) the business purpose of the expense, and d) the business relationship to the individual of persons entertained.

GENERAL

1. The form is designed to provide for seven days expenses. The first column is for the first day, etc., until a full week is ended or the trip is completed.
2. Please enter dates at the head of the appropriate column.
3. Purpose of travel/dates of travel -a phrase indicating the purpose of the trip and dates; e.g., committee meeting.
4. Original receipts are to be attached for all expenditures, including those that are paid by or charged directly to the Section. Deduct as an advance, expenditures paid by or charged directly to the Home Health Section (HHS).

REIMBURSABLE EXPENSES

5. Airfare or Rail- includes non-local transportation (airfare, rails, etc) not charged to HHS. Receipts must be attached.
6. Ground Transportation- At hometown airport location, Section will reimburse either ground transportation service at maximum of \$35 each way **or** personal mileage/tolls/airport parking. Personal automobile mileage is reimbursable at current federal rate of .54 per mile. Airport Parking is limited to a maximum of \$25/day; individuals are encouraged to utilize lowest cost alternative available. At conference destination, Section will reimburse \$35 each way maximum for ground transportation; single-use metered taxi service acceptable.
7. Car Rental- enter amount for Hertz, etc. Attach original receipts. **Car rental is reimbursable in exceptional circumstances only and requires pre-approval.** Typically, ground transportation via shuttle or taxi is all that is required at conferences.
8. Hotel Room/Lodging - attach hotel and motel bills in all cases. Single room rate will be reimbursed. Proportion of higher rate for additional guests will be deducted unless this added expense is attributable to another budgeted Section representative.
9. Meals-the traveler's meals only. Meals with guests including volunteer's portion are to be included in the expense record. Receipts are required for all meal costs. **NO REIMBURSEMENT WILL BE PROVIDED FOR ALCHOLIC BEVERAGES** (please deduct amount of alcohol prior to submission).
10. Guest(s) – If you are requesting Section reimbursement for a guest not already covered as a volunteer in the Section budget, please provide the name of the guest(s), association purpose, and location of the meeting.
11. Miscellaneous- include any unusual expenses occurred. Provide descriptive information in the area provided on the reimbursement form.
12. Total Expenses-total the daily columns, line item columns, and enter the grand total requested where indicated on the form.
13. Travel Advance-Do not include any expenses previously reimbursed by the Section.
14. Total Reimbursable-. This is the amount to be reimbursed. If the figure is negative, a check for the amount indicated made payable to Home Health Section should accompany the report.
15. Reimbursement is on the basis of actual hotel expenses (room and tax) plus actual travel costs (plane, train, bus) and actual local ground transportation. (Airfare reimbursement is based on COACH fare unless only FIRST class is available and is **limited to \$550** plus 1 checked baggage fee each way). **Per Diem is limited to \$36.00 per day for breakfast, lunch, and dinner UNLESS receipts are attached to reimbursement request; whereupon per diem will be reimbursed UP TO \$65.00 per day. RECEIPTS MUST BE ATTACHED TO REIMBURSE AT THE \$65.00 RATE. THE SECTION DOES NOT REIMBURSE FOR ALCOHOLIC BEVERAGES.**Per diem coverage begins at home airport prior to departure and ends upon arrival back to home airport.
16. Any meals provided by the HHS will be deducted from your reimbursement as follows:
 - Breakfast Deduction \$8.00
 - Lunch Deduction \$10.00
 - Dinner Deduction \$18.00

Per Diem meal coverage begins and ends upon arrival to airport for departure at both locations.

17. Other budgeted or approved expenses should be entered in the misc. section with and explained below on the reimbursement form.

Completed form should be e-mailed, or printed and faxed, or mailed along with receipts (copies acceptable if faxed or e-mailed) to HHS office within 45 days of completing travel or incurring expense.

18. For CSM, NEXT, and NAHC, representatives will be reimbursed as follows:

- a. President will be reimbursed for travel expenses up to five days.
- b. Executive Board and Committee Chairs (if approved) will be approved for up to three days unless flight times (including connection layovers) exceed 3 hours, upon which up to 4 days will be approved.

19. For the annual planning retreat, leaders assigned to attend will be reimbursed for airfare, one night's lodging, and two days per diem. If your flight schedule requires additional nights of lodging or if additional lodging provides savings, please advise the Treasurer prior to booking your flight.

Any variance from above established limits must be approved by Section Treasurer.

Revised April 2016



How to Submit a Course for Home Health Education Committee Review

The Home Health Section Education Committee considers course proposals for **purposes of course sponsorship by the Section**. The Education Committee ascertains whether or not the course meets the Section's criteria for appropriate education for physical therapists and physical therapist assistants in the home health setting. Acceptance of the course is not a guarantee that the Section will sponsor a presentation of the course, but you will be provided with confirmation that the course meets our criteria.

This submission process should not be used for course submission to Combined Sections Meeting (CSM). See APTA's website for information related to CSM submission: <http://www.apta.org/CSM/>

If your course does not meet the Section's criteria, you will be provided with feedback with regard to why it doesn't.

We encourage you to review the course criteria on the following pages prior to submitting an application with your course information.

The online application is here:

<http://www.homehealthsection.org/page/CourseApp>

In addition to names, titles, and contact information, **the application will require the following**. We recommend you prepare these items in advance for easy uploading in PDF format:

- ✓ Presenter names, contacting information, and email addresses
- ✓ Title or proposed title of the presentation
- ✓ Proposed format of presentation
- ✓ Education Level: Basic, Intermediate, Advanced
- ✓ Relevant Objectives*
- ✓ References*
- ✓ Detailed Course Outline **[upload]**
- ✓ Speaker(s) Biography **[upload]**

**If you prefer to include these in the uploaded course outline document, feel free to do so and just indicate in these fields that you included it with the upload.*

What you can expect:

1. After you submit your completed online application, you will be redirected to a thank you page that provides you with a submission number. We recommend that you print and save this page or write the submission number down for future reference.
2. Within 15 days, someone from the Home Health Section Education Committee will contact you to let you know whether or not your application was complete. If the application was not complete, you'll be notified of the process for completing it.
3. Within 45 days, applicants who have submitted complete applications will be notified of the application's status (accepted, rejected, or requires revision).

Course Submission Criteria

All educational material submitted for consideration by the Education Committee needs to meet the following criteria:

- I. Is the course relevant to the practice of physical therapy in the home health setting?
 - a. Relevant to the professional practice of physical therapy in the home health setting?
 - b. Relevant to patient/client management including examination, evaluation, diagnosis and prognosis, plan of care, implementation, education, and discharge
 - c. Relevant to administrative and regulatory practices in home health
- II. Are the learning objectives for the course included and are they relevant to the practice of physical therapy in the home?
 - a. Program objectives are clearly written, and identify the knowledge and skills the course participants should acquire during the course?
 - b. Program content must be easily recognizable as pertinent to the physical therapy profession in the areas of clinical application, clinical management, clinical research, professional ethics and practice management [including federal and state law, risk management, documentation and reimbursement.]
- III. Program does not promote products, or services during the presentation.
- IV. The program content and instructional methods are based on the specified learning objectives and should result in achieving the desired learning outcomes.
- V. The references provides sufficient evidence to support the course content:
 - a. Current citations [at least 5 within the last 5 years]
 - b. Peer-reviewed articles
 - c. Not only text book citations
 - d. Not only handouts from other courses
 - e. Not only web sites.
 - f. Clearly labels personal experiences or hypotheses vs. referenced scientific evidence.
- VI. The course information presented to potential participants includes the following:
 - a. An accurate description of the course including:
 - i. Course outline specifying amount of time designate to each content area.
 - ii. Type of instruction method (web based, lecture, lecture/lab, lecture demonstration)
 - iii. A list of course presenters
 - iv. Number of contact hours or continuing education units .
 - v. The target audience and instructional level.
 - vi. Requirements for successful completion of the course.
 - vii. What is the maximum number of attendees if in person course?
- VII. If a hands on /technique or lab component:
 - a. Is the student faculty ration 16:1 or less?
 - b. If greater than 16:1 what is the justification for a higher ratio?
 - c. If the lab is observational only, the 16:1 ratio is not applicable.
 - d. Will clients or patients be seen as part of the course?
 - e. Does the instructor have the appropriate PT license in the state being presented to permit hands on intervention with the patient?

- f. Is there a clear, concise, easy to understand consent form for patient participation?
- g. Is there professional liability of the person participating?

VIII. Is there a course evaluation form included with the course application? Does the evaluation form include the following:

- a. Were the course objective met?
- b. Was evidence provided to substantiate material presented?
- c. Was anecdotal evidence the primary source of information?
- d. Was a commercial product promoted?

IX. Is there a certificate of completion which includes the following:

- a. Date of course
- b. Name of course
- c. Number of contact hour or CEUs
- d. Name of course sponsor?

X. Is the speaker qualified to present the program?

- a. The presenter holds a combination of academic degrees, licenses, certifications, clinical experience, teaching experience or other experiences, which qualifies them to present the material in the course.
 - i. To evaluate each presenter's qualifications, look for experience, which suggests the speaker has developed an established expertise on the course topic. Look for such things as the following that are related to the course topic:
 - 1. Practice history
 - 2. Continuing education
 - 3. Specialized certifications
 - 4. Past teaching experiences on this course topic
 - 5. Peer reviewed publications.
- b. Are the credentials for each teaching assistant included and adequate to qualify them to assist in this particular course and setting? Although they may not have level of expertise of presenter, do they have an adequate level of developing expertise related to the course topic: i.e.
 - i. Practice history
 - ii. Continuing education
 - iii. Specialized certifications
 - iv. Past teaching experience on course topic
 - v. Publications.



Course Submission Program Overview

Administered by the Home Health Section Education Committee

Program Purpose: The purpose of the Home Health Section **Course Submission Program** is to provide those who participate in Section-endorsed programming with some assurance that content accepted by the Home Health Education Committee meets two criteria. First, that the content is relevant to physical therapy practice in the home health setting. And second, that the educational programs will facilitate the highest standard of care in home health by having an accurate foundation in current regulations and/or evidence-based medicine.

Note: The Home Health Section – APTA is not a CEU-granting entity. Applicants seeking CEU approval should contact the physical therapy licensing board for the state in which they are seeking approval.

Course Sponsorship: Once a course application is approved by the Education Committee, the Section may extend to the applicant an opportunity for programming sponsorship whereby the Section and the applicant agree to terms to present the content to Home Health Section members and other audiences.

Approval of a submission does not guarantee an opportunity for Section sponsorship. The Education Committee may make a recommendation of course sponsorship to the Section Executive Committee, but the Section Executive Committee has final approval on all course sponsorships and course contractual arrangements.

If a course submission is approved and the Education Committee recommends the Section's sponsorship of the course, the course will be discussed at the next Section Executive Committee meeting and this group will make a final determination on sponsorship. The Executive Committee typically meets the third Friday of every month.

Timeline of the Process:

Receipt Date: The application system automatically notifies applicants that their submission has been received by sending them the standardized "Initial Letter" that has been formatted by the Education Committee and approved by the Section Board of Directors. If the submission is deemed complete, the time frame for review begins on the original receipt date.

Internal Receipt of Submission: The Executive Director will pass the submission to the Education Committee Chair or the appointed Committee Representative for initial review of completeness of the application. This step does not constitute an official review of content.

Notification of Incompleteness - Within 15 calendar days of the original receipt date, the Education Committee Chair or an appointed Representative assigned by the Chair will notify applicants if the application is incomplete for any reason. This notification will entail specific details as to what information is absent or incomplete. The applicant then has 15 calendar days to provide the missing materials. If missing materials are not submitted in that time frame, the applicant must resubmit the application.

Adjusted Receipt Date: If an applicant submits missing materials per the above notice of incompleteness, the submission is given an adjusted receipt date that reflects the date the submission is considered complete. The clock starts ticking on the review at this time.

Application Review: Once the application is deemed complete, the submission moves to the actual review process phase. The Education Committee Chair or the appointed Representative assigned by the

Chair will pass the submission on to a minimum of two committee members for review, with the following understanding:

- Members will not review their own applications
- Members will not review the application of anyone that works for the same agency or company
- Members will remove themselves from any other reviews where there is conflict of interest related to past or future financial contracts, endorsements, or impartiality

The two appointed reviewers will use the Submission Review Form to review the course. A decision will be provided back to the applicant using the approved “Review Letter”. The decision will be one of the following:

- Approval of the submission
- Request for more information – the letter will provide all necessary information
- Rejection of the submission – the letter will provide all reasons

The Education Committee aims to provide notification of acceptance or rejection of an application within 45 days of the receipt date (adjusted receipt date if the course was originally incomplete). There are numerous factors that impact the turn-around time, including the Education Committee’s ability to identify reviewers and the fact that this is a volunteer organization. If the timeframes outlined in the letter will not be met, the Education Committee Chair or the appointed representative will keep the applicant apprised of the need for more time to review the submission.

Appeal: Applicants who receive a rejection may initiate an appeal within 30 calendar days of receipt of the “Review Letter”, by providing additional support materials and a clearly articulated argument relevant to the notice of rejection. Upon receipt of all appeal materials, the Education Committee Chair or the Representative appointed by the Chair will pass the submission and the new information to a third reviewer who was not part of the original review process. In order to prevent bias, the third reviewer will not be provided with information related to the basis for previous denial. The third reviewer will discuss his/her review with the Education Committee Chair and/or the appointed Representative to make a final decision. The Education Committee Chair or the appointed Representative will provide a final reply to the applicant within 15 calendar days of receipt of appeal materials. The Education Committee’s decision upon appeal will then be considered final.

Program Timeline Summary	
# of Days	Step Description
Immediate	Applicant is notified that application has been received upon submission through the website-based form. This is the application RECEIPT DATE.
15	Education Committee notifies applicant whether or not the application is complete. If it’s incomplete, the additional information needed is listed. Incomplete applications will receive an ADJUSTED RECEIPT DATE, which is the date that the last missing information is provided for the application.
45	Education Committee will notify the applicant whether the application is accepted, rejected, or requires revision. NOTIFICATION DATE. Accepted – Ed Chair notifies Executive Director of Education Committee interest in sponsoring course and Exec Dir puts course on next Exec Com meeting for approval.
30	Applicants with rejected applications can appeal within 30 days of the notification date. [Date the appeal is submitted will be referred to as “APPEAL DATE”.]
15	Education Committee must respond to appeal with a final ruling.

Course Submission Criteria

All educational material submitted for consideration by the Education Committee needs to meet the following criteria:

- I. Is the course relevant to the practice of physical therapy in the home health setting?
 - a. Relevant to the professional practice of physical therapy in the home health setting?
 - b. Relevant to patient/client management including examination, evaluation, diagnosis and prognosis, plan of care, implementation, education, and discharge
 - c. Relevant to administrative and regulatory practices in home health
- II. Are the learning objectives for the course included and are they relevant to the practice of physical therapy in the home?
 - a. Program objectives are clearly written, and identify the knowledge and skills the course participants should acquire during the course?
 - b. Program content must be easily recognizable as pertinent to the physical therapy profession in the areas of clinical application, clinical management, clinical research, professional ethics and practice management [including federal and state law, risk management, documentation and reimbursement.]
- III. Program does not promote products, or services during the presentation.
- IV. The program content and instructional methods are based on the specified learning objectives and should result in achieving the desired learning outcomes.
- V. The references provides sufficient evidence to support the course content:
 - a. Current citations [at least 5 within the last 5 years]
 - b. Peer-reviewed articles
 - c. Not only text book citations
 - d. Not only handouts from other courses
 - e. Not only web sites.
 - f. Clearly labels personal experiences or hypotheses vs. referenced scientific evidence.
- VI. The course information presented to potential participants includes the following:
 - a. An accurate description of the course including:
 - i. Course outline specifying amount of time designate to each content area.
 - ii. Type of instruction method (web based, lecture, lecture/lab, lecture demonstration)
 - iii. A list of course presenters
 - iv. Number of contact hours or continuing education units .
 - v. The target audience and instructional level.
 - vi. Requirements for successful completion of the course.
 - vii. What is the maximum number of attendees if in person course?
- VII. If a hands on /technique or lab component:

- a. Is the student faculty ration 16:1 or less?
 - b. If greater than 16:1 what is the justification for a higher ratio?
 - c. If the lab is observational only, the 16:1 ratio is not applicable.
 - d. Will clients or patients be seen as part of the course?
 - e. Does the instructor have the appropriate PT license in the state being presented to permit hands on intervention with the patient?
 - f. Is there a clear, concise, easy to understand consent form for patient participation?
 - g. Is there professional liability of the person participating?
- VIII. Is there a course evaluation form included with the course application? Does the evaluation form include the following:
- a. Were the course objective met?
 - b. Was evidence provided to substantiate material presented?
 - c. Was anecdotal evidence the primary source of information?
 - d. Was a commercial product promoted?
- IX. Is there a certificate of completion which includes the following:
- a. Date of course
 - b. Name of course
 - c. Number of contact hour or CEUs
 - d. Name of course sponsor?
- X. Is the speaker qualified to present the program?
- a. The presenter holds a combination of academic degrees, licenses, certifications, clinical experience, teaching experience or other experiences, which qualifies them to present the material in the course.
 - i. To evaluate each presenter's qualifications, look for experience, which suggests the speaker has developed an established expertise on the course topic. Look for such things as the following that are related to the course topic:
 - 1. Practice history
 - 2. Continuing education
 - 3. Specialized certifications
 - 4. Past teaching experiences on this course topic
 - 5. Peer reviewed publications.
 - b. Are the credentials for each teaching assistant included and adequate to qualify them to assist in this particular course and setting? Although they may not have level of expertise of presenter, do they have an adequate level of developing expertise related to the course topic: i.e.
 - i. Practice history
 - ii. Continuing education
 - iii. Specialized certifications
 - iv. Past teaching experience on course topic
 - v. Publications.



PO Box 4553
Missoula, MT 59806-4553

Phone: 866.230.2980
FAX: 866-861-4675
www.homehealthsection.org

Date

Dear Colleague,

Thank you for your submission to the Education Committee. We look forward to the opportunity to review your proposal and the potential of collaborating with you in the near future.

Once we have determined that your application is complete, your submission will be randomly assigned to two committee members to review using our Submission Review Form. This form is posted on the Home Health Section website, at the bottom of the Education page, if you would like to look at it. You will find it here:
<http://www.homehealthsection.org/?page=EdOverview>.

Once the reviewers have reviewed the submission, we will provide you with a response to your submission. There are three possible responses:

1. Approval of the Submission.
2. Additional Information Requested. We may ask you for further information or items related to your proposal.
3. Rejection of the Submission. We will provide you with an explanation as to why the proposed offering does not meet the Section's established criteria.

If your application is complete, please allow up to 45 days for a response to your proposal. If you have any questions in the meantime, do not hesitate to contact me. Again, thank you for your interest in working with the Home Health Section of the APTA to provide quality educational offerings to the home health industry.

Best Regards,

Education Committee Chair
Home Health Section – APTA
Chair email address

- VII. Is the submission relevant to the practice of physical therapy in the home health setting?
- d. Relevant to the professional practice of physical therapy in the home health setting?
 - e. Relevant to patient/client management including examination, evaluation, diagnosis and prognosis, plan of care, implementation, education, and discharge
 - f. Relevant to administrative and regulatory practices in home health

_____Yes _____No

Comments:

- VIII. Are the learning objectives for the submission included and are they relevant to the practice of physical therapy in the home?
- a. Objectives are clearly written, and identify the knowledge and skills the course participants should acquire during the course?
 - b. Content must be easily recognizable as pertinent to the physical therapy profession in the areas of clinical application, clinical management, clinical research, professional ethics and practice management [including federal and state law, risk management, documentation and reimbursement.]

_____Yes _____No

Comments:

- IX. Submission does not promote products, or services during the presentation.

_____Yes _____No

Comments:

- X. The submission content and instructional methods are based on the specified learning objectives and should result in achieving the desired learning outcomes.

_____Yes _____No

Comments:

- XI. The references provide sufficient evidence to support the submission content:
- a. Current citations [at least 50% of the references are within the last 5 years]
 - b. Peer-reviewed articles
 - c. Not only text book citations
 - d. Not only handouts from other courses
 - e. Not only web sites, unless the submission is strictly for regulatory content
 - f. Clearly labels personal experiences or hypotheses vs. referenced scientific evidence.

_____Yes _____No

Comments:

- XII. The submission information presented to potential participants includes the following:
- b. An accurate description of the submission including:
 - viii. Topic outline specifying amount of time designated to each content area.
 - ix. Type of instruction method (web based, lecture, lecture/lab, lecture demonstration)
 - x. A list of presenters
 - xi. Number of contact hours or continuing education units.
 - xii. The target audience and instructional level.
 - xiii. Requirements for successful completion of the offering.
 - xiv. If it is an in-person class, what is the maximum number of attendees?

_____Yes _____No

Comments:

- XI. If a hands on /technique or lab component:
- a. Is the student faculty ratio 16:1 or less?
 - b. If greater than 16:1 what is the justification for a higher ratio?
 - c. If the lab is observational only, the 16:1 ratio is not applicable.
 - d. Will clients or patients be seen as part of the course?
 - e. Does the instructor have the appropriate PT license in the state being presented to permit hands on intervention with the patient?
 - f. Is there a clear, concise, easy to understand consent form for patient participation?
 - g. Is there professional liability of the person participating?

_____Yes _____No

Comments:

- XII. Is there an evaluation form included with the submission application? Does the evaluation form include the following:
- a. Were the learning objective met?
 - b. Was evidence provided to substantiate material presented?
 - c. Was anecdotal evidence the primary source of information?
 - d. Was a commercial product promoted?

_____Yes _____No

Comments:

- XIII. Is there a certificate of completion which includes the following:
- a. Date of offering
 - b. Name of offering
 - c. Number of contact hour or CEUs
 - d. Name of sponsor?

_____Yes _____No

Comments:

- XIV. If the submission is a webinar or a course, is the speaker qualified to present the program?

- a. The presenter holds a combination of academic degrees, licenses, certifications, clinical experience, teaching experience or other experiences, which qualifies them to present the material in the course.
 - i. To evaluate each presenter's qualifications, look for experience, which suggests the speaker has developed an established expertise on the program topic. Look for such things as the following that are related to the course topic:
 1. Practice history
 2. Continuing education
 3. Specialized certifications
 4. Past teaching experiences on this course topic
 5. Peer reviewed publications.
- b. Are the credentials for each teaching assistant included and adequate to qualify them to assist in this particular program and setting? Although they may not have level of expertise of presenter, do they have an adequate level of developing expertise related to the program topic, i.e.
 - i. Practice history
 - ii. Continuing education
 - iii. Specialized certifications
 - iv. Past teaching experience on program topic
 - v. Publications.

_____Yes _____No

Comments:

Action:

_____ Approve and Recommend sponsoring or co-sponsoring this submission.

Comments:

_____ Request the following additional information before considering this submission:

Comments:

_____ Do Not Approve this submission for the following reasons:

Comments:

Signature of Reviewer:

_____ Date _____



PO Box 4553
Missoula, MT 59806-4553

Phone: 866.230.2980
FAX: 866-861-4675
www.homehealthsection.org

Date

Dear [Applicant],

Thank you for the course submission to the Home Health Section Education Committee.

The decision regarding your submission is [Approved, Needs more information, or Rejected]. Attached you will find the results of our submission reviews.

[Use one of the following paragraphs, depending upon application status.]

- IF APPROVED: The Education Committee will recommend your course to the Section Executive Committee for sponsorship. If the Executive Committee agrees to sponsor, you'll be contacted by the Section Executive Director about contract and sponsorship details. (See more information in the Program Overview document).
- ADDITIONAL MATERIAL REQUEST: Please provide us with the following materials in the next 15 calendar days for further consideration:
- IF REJECTED: Your submission did not meet established criteria due to [explanation]. You have 30 calendar days to submit an appeal, which would include further supporting material and a clearly articulated statement as to why the Education Committee should reconsider your submission.

Please do not hesitate to contact the Education Committee Chair with questions or clarifications. Again, we thank you for the submission and we look forward to the opportunity to provide a quality educational experience to the home health industry.

Best Regards,

Education Committee
Home Health Section of the APTA
Contact info

Home Health Section Grant Review Guidelines

Home Health Section Grant Review Procedure

- Grant applications are received by the Home Health Section Executive Director. Applications received on or before the deadline date will be logged and forwarded to the Home Health Section Research Chair.
- The Home Health Section Research Committee will review each grant application to determine eligibility for funding.
- Eligible applications will be forwarded to an appointed grant review committee. Each member of the grant review committee will utilize the review criteria described below to complete the attached Review Tool. Upon completion of the review, the grant review committee member will return the Review Tools to the Home Health Section Research Chair.
- The Home Health Section Research Committee will review the collection of reviews and select the application with the highest scoring results. If the scoring results are close and a determination cannot be easily reached, the grant review committee will be consulted to reach a final decision based upon consensus.

Overview

The Home Health Section has adopted segments of the National Institutes of Health (NIH) scoring system available in the public domain to guide the Section's grant review process.* The NIH grant application scoring system was designed to encourage reliable scoring of applications and to communicate the scientific impact of an application. A score of 1 indicates an exceptionally strong application with essentially no weaknesses. A score of 9 indicates an application with serious and substantive weaknesses with very few strengths. A score of 5 is considered an average score. An application does not need to be strong in all categories to be judged likely to have a major impact.

Criterion Scores

Criterion scores are intended to convey how the assigned reviewer weighed the strengths and weaknesses of each influential section of the application.

Impact Score

The impact score for an application is based upon the assigned reviewer's overall assessment of the project's impact on clinical practice. Strengths and weaknesses across all of the criterion scores should be considered. The reviewer should consider not only the relative number of strengths and weaknesses among the criterion, but also the overall importance of those strengths and weaknesses to the overall impact when determining a score. The impact score is not intended to be an average of criterion scores.

* Scoring System and Procedure. Available at: http://grants.nih.gov/grants/peer/guidelines_general/scoring_system_and_procedure.pdf. Accessed on 5/17/12.

Home Health Section Research Grant Review Tool

Project Title:

Criterion Scores: Please rate each of the following six application criteria with a **Criterion Score** using the 1-9 scale described below.

- _____ Abstract
- _____ Background/Literature review
- _____ Proposed Plan
- _____ Anticipated Results
- _____ Timeline
- _____ Budget and Budget Justification
- _____ **Criterion Score (Total of six application criteria) (1- Highest; 9- Lowest)**

Impact Score: Please rate the overall scientific impact of the grant application with an **Impact Score** using the 1-3 scale described below.

_____ **Impact Score (1- Highest; 3- Lowest)**

Impact Score	Criterion Score	Descriptor	Additional Guidance on Strengths/Weaknesses
1	1	Exceptional	Exceptionally strong with essentially no weaknesses
	2	Outstanding	Extremely strong with negligible weaknesses
	3	Excellent	Very strong with only some minor weaknesses
2	4	Very Good	Strong but with numerous minor weaknesses
	5	Good	Strong but with at least one moderate weakness
	6	Satisfactory	Some strengths but also some moderate weaknesses
3	7	Fair	Some strengths but with at least one major weakness
	8	Marginal	A few strengths and a few major weaknesses
	9	Poor	Very few strengths and numerous major weaknesses
Minor Weakness: An easily addressable weakness that does not substantially lessen impact Moderate Weakness: A weakness that lessens impact Major Weakness: A weakness that severely limits impact			

Supporting Comments:

Reviewer Name (<i>print</i>): _____	Reviewer Signature: _____	Date: _____
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Home Health Section - APTA

The Quarterly Report Publication **Guidelines for Authors**

The Quarterly Report is the professional issues publication of the Home Health Section (Section) of the American Physical Therapy Association (APTA). The mission of the publication reflects the mission of the Section: to provide a means by which Association members having a common interest in the delivery of physical therapy in the home and other alternative settings within the community may meet, confer, and promote these interests.

The Quarterly Report will consider material for publication with the understanding that the material has not been published elsewhere and is consistent with themes relevant to the practice of physical therapy in the home health setting. Material published in *The Quarterly Report* is the property of the author(s) and may be submitted by the author to other publications following its appearance in *The Quarterly Report*.

Relevance

The Home Health Section will consider for publication only articles or subjects relevant to the practice of physical therapy in the home health setting. The Section prefers articles authored by physical therapists, physical therapist assistants, or physical therapy students, but welcomes contributions from other professionals.

Ways to Contribute

The Quarterly Report encourages the participation of all readers. If you have story ideas or recommendations, please contact the *The Quarterly Report* Editor. The current Editor is listed on Page 2 of each *The Quarterly Report* issue and on the Home Health Section website: www.homehealthsection.org • About Us > Leadership.

Materials may be submitted to *The Quarterly Report* under one of the following three categories:

- **Letters.** Letters may be in response to an article, a series of articles, or the publication as a whole, or they may relate to professional issues in physical therapy. Receipt of letters will not be acknowledged; however, correspondents will be notified if their letter will be published. Letters may be edited for space and clarity.
- **Articles.** Articles considered for publication in *The Quarterly Report* typically address topics of relevance to physical therapists working in the home health practice setting. If you are unsure of the relevance of your topic to our publication content, please send an inquiry prior to submitting an entire article.

How to Submit an Article

For most reference, capitalization, punctuation, grammar, and usage conventions, *The Quarterly Report* follows the style outlined in the current edition of the *American Medical Association Manual of Style*. In addition, terminology usage in all submissions should be consistent with definitions provided in APTA's *Guide to Physical Therapist Practice*.

Required information in the document:

- **Title:** give your article a working title. The title should appear at the top of the article. If your article is accepted, the Editor or Publication Committee may recommend revisions to this.
- **Author's Name with Credentials:** The Author's name(s) should be listed under the title exactly as he/she desires it should be listed and should include credentials.
- **Author's Bio:** Articles should include a concluding short biographical statement about the author (full name and credentials, current position) and how they may be reached (e-mail address or phone number).

Format

Articles should be submitted in electronic format as a word processing file attachment, preferably Microsoft Word, e-mailed to rlchilders@homehealthsection.org.

Articles should be submitted single-spaced, single column in Times New Roman or a similar standard font in black (font color). Please do not send multiple-column documents.

Please **do not use** headers, footers, page numbers, horizontal or vertical lines in your article.

Place endnotes, footnotes, and references at the end of the article.

All abbreviations used should be defined within the text at first use. Example, in the paper on telerehab, the authors used VAS without defining it. It should be "...visual analog scale (VAS)..."

Graphics and Photographs

All graphics and graphic elements, including charts and graphs, may be in either black and white or color. All graphics must be provided in their original, native formats so that they can be modified if necessary. If this isn't possible, they should be exported to a high resolution universal format and provided in a separate attachment.

Photographs may be submitted in either color or black and white. Please be sure to submit a high-resolution file if providing photographs in electronic format.

All tables and figures should have a title and a brief explanation indicating the content of that table/figure. At minimum, a title beyond "Table 1," etc. Readers should be able to look at these and have an idea of what each is at a glance, without having to go through the text to find a description.

To reprint illustrations, photographs, figures, or tables taken from other sources, authors must obtain and submit written permission from the original sources, in the name of the Home Health Section.

References within the article to graphics or photographs should be numeric rather than generic. For example:

- | | |
|-----|---|
| YES | "The people in Photograph 1..." |
| NO | "The people in the photograph below..." |
| YES | "Table 3 illustrates..." |
| NO | "The table on Page X illustrates..." |

Graphics and photographs should be provided via e-mail in files separate from the article. Please include the graphics in your original article to provide us with guidance regarding their placement within the article.

References

References should be in American Medical Association (AMA) citation style.

Please include complete references when discussing particular concepts, principles, or statistics. References should be numbered consecutively within the text, with a full reference list provided at the end of the article. Suggested reading lists may also be included at the end of an article.

Manufacturer Information

When mentioning equipment or products in an article, authors should provide the names and addresses of the manufacturers. Mention of specific products or companies does not imply endorsement by *The Quarterly Report* or the Home Health Section.

Editorial Process

When an article is received by the Section, an acknowledgment of receipt is sent to the author, and the article is forwarded to the Editor for review. The Editor may assign the article for review to a member of the Publications Committee. The reviewer will contact the author directly with any recommended revisions or questions. If the author and reviewer agree upon the revisions, the article is forwarded to the Editor and scheduled for publication. Unless authors request otherwise, submissions are generally considered for publication in the next issue of *The Quarterly Report*, although the Editor may postpone publication at his/her discretion.

Each author will receive a complimentary copy of the issue in which the article appears. Publications revert to the author(s) following the appearance of the article in *The Quarterly Report*.

Policies of Note

People-First Language

The Quarterly Report adheres to the use of “people-first” language. A subject should not be referred to by disability or condition (eg, “patients with stroke,” not “stroke patients”), and terms that could be considered biasing or discriminatory in any way should be removed.

Section Operational Documents

In addition to providing a forum for discussion of topics of interest to Home Health Section members, *The Quarterly Report* is also acknowledged as a tool for communicating Section activities to its members. Publication of Section operational documents, such as minutes, Bylaws, and meeting reports, is at the discretion of the Editor. Whenever possible, these items will be printed separately, as an insertion in *The Quarterly Report*, rather than included in the body of the publication.

Publication Conventions

Current conventions for *The Quarterly Report* are listed in the last page of this document. Please note that conventions change periodically. We recommend downloading this document and reviewing it prior to submitting an article to the Section.

How to Reach the Home Health Section

General inquiries about *The Quarterly Report* may be directed to the Home Health Section office:

Robin Childers, CAE, Executive Director
(877) 636-4408
FAX: 866-230-2980
E-mail: RLCHILDERS@homehealthsection.org
Website: www.homehealthsection.org

Conventions for *The Quarterly Report*

Endnotes, Footnotes & Reference Numbers

- *Format:* superscript
- *With Punctuation:* A note number should generally be placed at the end of a sentence or at the end of a clause. The number normally follows a quotation (whether it is run into the text or set as an extract). Relative to other punctuation, the number follows any punctuation mark except for the dash, which it precedes.

Home Care Spelling

home care vs homecare

Health Care Spelling

health care vs healthcare

Punctuation Between Sentences

A single period, followed by a single space.

Use of numbers in narrative

Except in the case of research references, spell out numbers of values less than eleven when used in narration.

September 2016

Home Health Section – APTA

JOB DESCRIPTION

Title: President

Term: Three (3) Years. Elected by the Section members and may serve two consecutive terms.

Reports to: Executive Committee and the Members of the Section.

Oversees/Liaison to: Government Affairs Committee; Public Relations Committee (inactive). In collaboration with the Executive Committee, contracts for association management services to the Section.

Purpose

The President's primary purpose is to serve as an active member of, and lead, the Executive Committee, which is charged with managing the association's resources. The President also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. Additionally, the President is responsible for serving as the public "face" of the organization and as a liaison to APTA and other internal and external organizations or agencies as assigned by the Section Executive Committee.

Composition

The President serves for no more than two consecutive (3) year terms and is elected in the same year as Treasurer.

Key Responsibilities

1. Meetings

- a. In collaboration with the Section Executive Director, prepare an agenda for all Executive Committee, Board, and Business meetings.
- b. Attend and participate in all Executive Committee meetings and conference calls.
- c. Attend and participate in all quarterly Section Board of Directors' meetings, including the annual retreat.
- d. Participate in committees assigned for over-sight as needed.
- e. Lead or attend meetings of work groups as liaison when assigned or requested.
- f. Participate in the APTA Component Leadership meetings held at CSM.
- g. Staff the Section exhibit booth with other Board Members and volunteers at all conferences where attendance is required and reimbursed.
- h. In cooperation with the Section Board prepare an annual report to the members of the Section at the annual Business Meeting (CSM).

2. Communications

- a. Provide an activity update to the Membership at the CSM/Section Business Meeting.
- b. Complete the annual Section component activity update as requested by APTA.
- c. Provide a President's Message for publication in the Section's newsletter at least annually.
- d. Support committee chairs assigned to VP by providing needed orientation to the organization and in bringing issues or motions forward to the Executive Committee.
- e. Orient successor and forward all appropriate materials.

3. Duties

- a. Preside over and coordinate all Executive Committee and Board meetings and conference calls.
- b. Preside over and coordinate the annual Section Business Meeting.
- c. Communicate Section activities to the APTA BOD Liaison & component services staff.
- d. Respond to Executive Committee requests in a timely fashion based on the nature of the issue via email or phone.
- e. Oversee the progress and completion of activities relevant to the Section's strategic plan.
- f. Respond in a timely fashion to requests from Section members and the industry.
- g. Monitor and report on home care industry (trialliance, Payors (CMS, intermediaries, QIOs,), associations (national and state) and regulatory (The Joint Commission, CHAP, AAHC, etc) activities of interest to Section members
- h. Sign and or co-sign Section payments and documents as provided in Section finance policies
- i. Provide annual reports to APTA as requested (typically January for prior year).
- j. Participate in APTA component leader forums and attend component leader workshops at CSM, NEXT/HOD.
- k. Attend as invited guest in the gallery of APTA BOD meetings as available.
- l. Appoint and coordinate the activities of assigned Section committees and task forces.
- m. Monitor the Home Health Section listserv.

4. Sub-committees & Task Forces

- a. Develop and maintain a Section Government Affairs Committee to propose and review committee policies, assist in annual budgeting and auditing.
- b. Serve as a liaison to assigned standing committees and work groups as assigned by the Executive Committee.
 - i. Orient assigned committee, work group, and task force leaders to organization operations.
 - ii. Monitor the activities of assigned committees, work groups, and task forces and provide support to these leaders as needed.
 - iii. Bring matters forward on behalf of assigned work groups to the Executive Committee.
 - iv. Report relevant Executive Committee decisions and recommendations to assigned committees and work groups as needed.
 - v. Work with the Executive Committee and Executive Director to anticipate work group needs for resources and allocate resources as needed within the scope of the organization's mission, priorities, and available resources.
- c. Lead other work groups as assigned by the Executive Committee.

5. Finances

- a. Prepare an annual budget for the office of President and Government Affairs Committee.
- b. Assist assigned committees in preparing an annual budget for the Treasurer and Finance Committee.
- c. Exercise diligence in reviewing the organization's financial reports and in allocating its resources.

6. Resources

- a. In collaboration with the Executive Committee and association executive, identify and secure the resources needed to support the programs, services, and initiatives of the Section. These may include financial resources, collaborative partners, and human resources both volunteer and paid.
- b. With the Executive Committee, annually negotiate an association management agreement that ensure support for the organization's operations.

Time Commitment: 5-10 hours / month

Qualifications

The President must maintain current membership in APTA and the Home Health Section. It is preferred, but not required, that the President have some prior experience in serving as a non-profit association Board member, and demonstrated skill in leading teams. He/she must be attentive to detail, able to speak knowledgeably to the public and external entities about the profession and diplomatically about APTA and Section positions on issues in the industry.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The President is oriented and trained by the out-going President. Additional training and orientation is available from both the Section Executive Director and other officers. These individuals are available on an ongoing basis to answer questions and provide assistance as needed. The President is expected to orient and train members of the work groups he/she oversees, as well as his/her successor.

Benefits

Officers benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Supplemental Information

General workflow for President duties listed above is as follows:

1. Weekly:
 - a. Monitor Section listserv:
 - i. Monitor topics and contribute when appropriate
 - ii. Refer topics to appropriate Executive Committee members for follow-up or FYI
 - iii. If seeking outside Section input, remove appropriate identifiable information.
 - iv. Respond individually (mentor) or to entire list serve (inform) as indicated
 - v. Identify topics of significance and trends to Executive Committee for follow-up action.
 - vi. Post information as appropriate, when not introduced by others.
 - b. Available by phone within two business days of call:
 - i. Prioritize member calls, executive committee, and industry contacts
 - c. Forward weekly APTA Friday component leaders email, highlighting topics relevant to specific Executive Committee members.
 - d. Mentor members by checking in on committees, workgroups, liaisons, and executive committee members.
2. Monthly:
 - a. Lead monthly Executive Committee conference calls.
 - b. Respond to any inquiries in collaboration with Treasurer and Executive Director.
 - c. Identify issues to forward to APTA staff, HOD, and/or homecare industry contacts.
3. Quarterly:
 - a. Winter:
 - i. Attend CSM meeting:
 1. Attend preceding Saturday evening Component Leadership reception as able.
 2. Attend Component leaders workshop(s) 1-2 days.
 3. Staff HHS booth with other Executive Committee members and HHS volunteers as scheduled
 4. Attend and Participate in all HHS Board of Directors Activities and Home Health Section Business Meeting

- ii. Monitor annual audit, spearheaded by treasurer.
 - b. Spring:
 - i. Attend March APTA BOD meeting as the Section Delegate or as an invited gallery guest.
 - 1. Listen to workgroups, APTA updates, and staff activities Contribute when appropriate, and mentor Executive Committee.
 - ii. Submit annual report to APTA
 - iii. Identify Liaison or member to attend Federal Government Affairs Meeting (typically in May)
 - c. Summer
 - i. Attend Component Leadership reception Saturday evening prior to HOD activities as able
 - ii. Attend 3-4 day HOD activities or appoint member at least six months in advance, meeting APTA and section criterion.
 - iii. Attend Foundation Black Tie dinner dance, section sponsored ticket.
 - iv. Attend Component Leaders workshop (1-2) days at Scientific Expo/HOD
 - v. Participate in Section Presidents meeting at Scientific Expo/HOD
 - vi. Submit Section profile to APTA for membership brochure, in collaboration with Secretary/membership chair.
 - d. Fall:
 - i. Lead Annual Executive Committee Strategic Plan/retreat, which has been in conjunction with attending & exhibiting at NAHC Annual Conference
 - 1. Lead retreat with focus on updating strategic plan
 - 2. Assist with APTA HHS booth
 - 3. Network with industry folks, such as Trialliance, NAHC and other homecare resources attending the conference.
 - ii. Coordinate with Treasurer regarding current budget status and upcoming year budget with input from Executive Committee
 - iii. Coordinate Liaison Member to attend APTA State Government Affairs.
 - iv. Contact Nominating Committee regarding upcoming slate for Member meeting and spring election.
 - v. Review bylaw changes based on APTA HOD, Section activities, and Executive Committee.
- 4. Annually
 - a. Identify offices, committees and task forces requiring elections or appointments. Coordinate with Executive Committee and Nominating Committee to identify/appoint appropriate individuals as needed.
 - i. Officer Roles
 - ii. Appoint members:
 - 1. Government Affairs Liaison
 - 2. Research Chair
 - 3. Ethics
 - 4. Publication/Newsletter chair
 - 5. HHS/APTA Joint support of Homecare QIO
 - 6. JACHO Homecare panel appointment
 - 7. Identify other appointments
 - b. Review APTA CSM agreement with other section presidents and Committee on Sections and Chapters, and Program Chair
 - i. Finances from current and past year
 - ii. Identify areas for clarification

- iii. Bring areas for change to Sections President and potentially Committee on Section and Chapters.

Key Documents

In collaboration with appropriate assigned committees, the President regularly reviews and maintains the following documents and policies:

1. President job description
2. Government Affairs Committee job description
3. Annual budget
4. Organization strategic plan
5. APTA Annual Component Report
6. Annual association management agreement(s) and service scope(s)

Home Health Section – APTA

JOB DESCRIPTION

Title: Vice President

Term: Three (3) Years. Elected by the Section members and may serve two consecutive terms.

Reports to: Executive Committee and the Members of the Section.

Oversees/Liaison to: Research Committee; Practice Committee; Publications Committee. In collaboration with the Executive Committee, contracts for association management services to the Section.

Purpose

The Vice President primary purpose is to serve as an active member of the Executive Committee, which is charged with managing the association's resources. The Vice President also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. He/she manages the activities associated with education, publication, and practice related to physical therapy in home health.

Composition

Serves for no more than two consecutive (3) year terms, Vice President is elected in the same year as Secretary.

Key Responsibilities

1. Meetings
 - a. Attend and participate in all Executive Committee meetings and conference calls.
 - b. Attend and participate in all quarterly Section Board of Directors' meetings, including the annual retreat.
 - c. Staff the Section exhibit booth with other Board Members and volunteers at all conferences where attendance is required and reimbursed.
 - d. Participate in committees assigned for over-sight as needed.
 - e. Assist the President in preparing for and attend the annual member meeting at CSM.
 - f. Assume the role of "acting President" in the event of the Section President's absence or inability to perform his/her duties.
2. Communications
 - a. Provide an activity update to the Membership at the CSM/Section Business Meeting.
 - b. Orient successor and forward all appropriate materials
 - c. Meet monthly or as needed with committee chairs to whom Vice President is assigned as liaison.
 - d. Support committee chairs assigned to VP by providing needed orientation to the organization and in bringing issues or motions forward to the Executive Committee.
 - e. Participate in the development and implementation of the Strategic Plan of the Section.
 - f. Represent the Section at other meetings as needed and as approved by the Executive Committee.
 - g. Stay informed regarding industry trends and issues that may impact the Section.
 - h. Monitor HH Section listserv:
 - i. Monitor topics and contribute when appropriate
 - ii. Refer topics to appropriate Executive Committee members for follow-up or FYI
 - iii. If seeking outside Section input, remove appropriate identifiable information.
 - iv. Respond individually (mentor) or to entire list serve (inform) as indicated
 - v. Identify topics of significance and trends to Executive Committee for follow-up action.

vi. Post information as appropriate, when not introduced by others.

3. Sub-committees & Task Forces

- a. Serve as a liaison to assigned standing committees and work groups as assigned by the Executive Committee.
 - i. Orient assigned committee, work group, and task force leaders to organization operations.
 - ii. Monitor the activities of assigned committees, work groups, and task forces and provide support to these leaders as needed.
 - iii. Bring matters forward on behalf of assigned work groups to the Executive Committee.
 - iv. Report relevant Executive Committee decisions and recommendations to assigned committees and work groups as needed.
 - v. Work with the Executive Committee and Executive Director to anticipate work group needs for resources and allocate resources as needed within the scope of the organization's mission, priorities, and available resources.
- b. Lead other work groups as assigned by the Executive Committee.

4. Finances

- a. Prepare an annual budget for the office of Vice President.
- b. Assist assigned committees in preparing an annual budget for the Treasurer and Finance Committee.
- c. Exercise diligence in reviewing the organization's financial reports and in allocating its resources.

5. Resources

- d. In collaboration with the Executive Committee and association executive, identify and secure the resources needed to support the programs, services, and initiatives of the Section. These may include financial resources, collaborative partners, and human resources both volunteer and paid.
- e. With the Executive Committee, annually negotiate an association management agreement that ensure support for the organization's operations.

Supplemental Information

General seasonal workflow for Vice President duties listed above is as follows:

1. Winter:

- a. Attend CSM meeting
 - i. Staff HHS booth with other Executive Committee members and HHS volunteers as scheduled
 - ii. Attend and Participate in all HHS Board of Directors Activities and Home Health Section Business Meeting
 - iii. Networking with members and potential new members and committee members

2. Fall:

- a. Participate in Annual Executive Committee Strategic Plan/retreat
 - i. Collaborate with committee chairs regarding committee initiatives and their alignment with strategic plan
- b. Attend & exhibiting at NAHC Annual Conference
 - i. Assist with APTA HHS booth
 - ii. Networking with industry members as well as potential new membership

Time Commitment: 5-10 hours / month

Qualifications

The Vice President must maintain current membership in APTA and the Home Health Section. It is preferred that the Vice President have broad familiarity with home health agency operations and practices and skill in project management.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Vice President is oriented and trained by the out-going Vice President. Additional training and orientation is available from both the Section Executive Director and other officers. These individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Vice President is expected to orient and train members of the work groups he/she oversees, as well as his/her successor.

Benefits

Officers benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

The Vice President regularly reviews and collaborates with the work groups to whom he/she is assigned as liaison to maintain the following documents:

1. Vice President job description
2. Research Committee job description
3. Practice Committee job description
4. Publication Committee/Editor job description
5. Annual budget
6. Organization strategic plan
7. Annual association management agreement(s) and service scope(s)

Home Health Section – APTA

JOB DESCRIPTION

Title: Treasurer

Term: Three (3) Years. Elected by the Section members and may serve two consecutive terms.

Reports to: Executive Committee and the Members of the Section.

Oversees/Liaison to: Finance Committee; Educational Programming Committee. In collaboration with the Executive Committee, contracts for association management services to the Section.

Purpose

The Treasurer's primary purpose is to serve as an active member of the Executive Committee, which is charged with managing the association's resources. The Treasurer also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. Additionally, the Treasurer is responsible for monitoring the organization's financial status and regularly reporting the status to the Executive Committee and Board of Directors.

Composition

The Treasurer chairs the Finance Committee, maintaining a Committee of at least three active members who are appointed by the Executive Committee.

Key Responsibilities

1. Meetings
 - a. Attend and participate in all Executive Committee meetings and conference calls.
 - b. Attend and participate in all quarterly Section Board of Directors' meetings, including the annual retreat.
 - c. Lead or attend meetings of work groups as liaison when assigned or requested.
 - d. Participate in committees assigned for over-sight as needed.
 - e. Participate in the APTA Treasurer Forum held at CSM.
 - f. Staff the Section exhibit booth with other Board Members and volunteers at all conferences where attendance is required and reimbursed.
 - g. Assist the President in preparing for and attend the annual member meeting at CSM.
2. Communications
 - a. Provide a financial update to the Membership at the CSM/Section Business Meeting.
 - b. Provide a financial statement to the Section Executive Committee at least quarterly.
 - c. Provide an annual financial update for publication in the Section's newsletter.
 - d. Support committee chairs assigned to VP by providing needed orientation to the organization and in bringing issues or motions forward to the Executive Committee.
 - e. Orient successor and forward all appropriate materials
3. Duties
 - a. Analyze section finances through various accounting measures.
 - b. Identify issues that may affect the Section's budget.
 - c. Monitor the collection of all dues (process dues report from national APTA).
 - d. Oversee accurate accounts of all receipts and disbursements through quarterly internal audit process.

- e. Assist Executive Committee members in understanding fiscal impact of decisions:
 - i. Review proposals for relevance to strategic plan of Section
 - ii. Provide cost data
 - iii. Provide alternatives, if available
- f. Participate in audits.
- g. Monitor and ensure proper provision of financial information by Executive Director for tax reporting.
- h. Monitor provision of financial reports by Executive Director to APTA, as requested.
- i. Monitor reconciliation of accounts by Executive Director.
- j. Present an annual budget to the Section Executive Committee for approval.
- k. Review investments with APTA leadership, account manager, and Executive Committee
- l. Propose policies and procedures related to financial management
- m. Ensure the completion of a routine external audit of the Section's finances and report results to the Section Executive Committee.
- n. Review the Treasurer and Finance Committee job descriptions annually and submit revisions to Executive Committee.

4. Sub-committees & Task Forces

- a. Develop and maintain a Section Finance Committee to propose and review finance policies, assist in annual budgeting and auditing.
- b. Serve as a liaison to assigned standing committees and work groups as assigned by the Executive Committee.
 - i. Orient assigned committee, work group, and task force leaders to organization operations.
 - ii. Monitor the activities of assigned committees, work groups, and task forces and provide support to these leaders as needed.
 - iii. Bring matters forward on behalf of assigned work groups to the Executive Committee.
 - iv. Report relevant Executive Committee decisions and recommendations to assigned committees and work groups as needed.
 - v. Work with the Executive Committee and Executive Director to anticipate work group needs for resources and allocate resources as needed within the scope of the organization's mission, priorities, and available resources.
- c. Lead other work groups as assigned by the Executive Committee.

5. Finances

- a. Prepare an annual budget for the Treasurer and Finance Committee.
- b. Exercise diligence in reviewing the organization's financial reports and in allocating its resources.

6. Resources

- a. In collaboration with the Executive Committee and association executive, identify and secure the resources needed to support the programs, services, and initiatives of the Section. These may include financial resources, collaborative partners, and human resources both volunteer and paid.
- b. With the Executive Committee, annually negotiate an association management agreement that ensure support for the organization's operations.

Time Commitment: 5-10 hours / month

Qualifications

The Treasurer must maintain current membership in APTA and the Home Health Section. It is preferred, but not required, that the Treasurer have some prior experience with, or an aptitude for budgeting and financial management of departments or projects.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Treasurer is oriented and trained by the out-going Treasurer. Additional training and orientation is available from both the Section Executive Director and other officers. These individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Treasurer is expected to orient and train members of the work groups he/she oversees, as well as his/her successor.

Benefits

Officers benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Supplemental Information

General seasonal workflow for Treasurer duties listed above is as follows:

1. Winter:
 - a. Attend CSM meeting
 - i. Work HHS booth with other Board Members and HHS volunteers
 - ii. Participate in Treasurers' Forum with other APTA components
 - iii. Attend and Participate in all HHS Board of Directors activities and Home Health Section Business Meeting
 - iv. Present budget data at Home Health Section Business Meeting
 - b. Participate in Monthly conference calls
 - c. Oversee the Section's annual audit
 - d. Monitor reconciliation of accounts monthly
2. Spring
 - a. Ensure submission of annual report by Executive Director to APTA
 - b. Participate in conference calls
 - c. Monitor reconciliation of accounts monthly
3. Summer
 - a. Attend annual conference as indicated by Section strategic plan
 - i. Assist with HHS booth as indicated by Section strategic plan
 - ii. Participate in Treasurer's Forum at Annual Conference as indicated by Section strategic plan
 - b. Participate in monthly conference calls
 - c. Initiate upcoming year budget process through Committee Chairs
 - d. Monitor reconciliation of accounts monthly
4. Fall
 - a. Attend NAHC Conference as indicated by Section strategic plan
 - i. Assist with APTA HHS booth as indicated by Section strategic plan
 - b. Participate in annual Executive Committee retreat
 - c. Finalize upcoming year budget with input from Executive Committee
 - d. Participate in monthly conference calls
 - e. Monitor reconciliation of accounts monthly

Key Documents

In collaboration with appropriate assigned committees, the Treasurer regularly review and maintain the following documents and policies:

1. Treasurer job description

2. Finance Committee job description
3. Educational Programming Committee job description
 - a. Education Committee Chair
 - b. Program Committee Chair (Section Program Chair or “SPC”)
4. Annual budget
5. Organization strategic plan
6. Travel Reimbursement Policy
7. Audit procedures
8. Investment Policy
9. Annual association management agreement(s) and service scope(s)

Home Health Section – APTA

JOB DESCRIPTION

Title: Secretary

Term: Three (3) Years. Elected by the Section members and may serve two consecutive terms.

Reports to: Executive Committee and the Members of the Section.

Oversees/Liaison to: Membership Committee; Nominating Committee. In collaboration with the Executive Committee, contracts for association management services to the Section

Purpose:

The Secretary's primary responsibility is to be an active member of the Executive Committee, which is charged with managing the association's resources. He/she also serves as an active member of the Section Board of Directors and as an ex-officio member of the committees and work groups to whom he/she is assigned as liaison. The Secretary takes minutes at all Executive Committee and Membership meetings and teleconferences.

Composition

Serves for no more than two consecutive (3) year terms, Secretary is elected in the same year as Vice President.

Key Responsibilities

1. Meetings
 - a. Attend and participate in all Executive Committee meetings and conference calls.
 - b. Attend and participate in all quarterly Section Board of Directors' meetings, including the annual retreat.
 - c.
 - d. Lead or attend meetings of work groups as liaison when assigned.
 - e. Participate in committees assigned for over-sight as needed.
 - f.
 - g. Staff the Section exhibit booth with other Board Members and volunteers at all conferences where attendance is required and reimbursed.
 - h. Assist the President in preparing for and attend the annual member meeting at CSM.
2. Communications
 - a. Provide a membership update to the Membership at the CSM/Section Business Meeting.
 - b. Provide an activity update to the Section Executive Committee at least quarterly.
 - c. Orient successor and forward all appropriate materials
 - d. Meet monthly or as needed with committee chairs to whom Secretary is assigned as liaison.
 - e. Support committee chairs assigned to Secretary by providing needed orientation to the organization and in bringing issues or motions forward to the Executive Committee.
 - f. Participate in the development and implementation of the Strategic Plan of the Section.
 - g. Represent the Section at other meetings as needed and as approved by the Executive Committee.
 - h. Stay informed regarding industry trends and issues that may impact the Section.
 - i. Monitor HH Section listserve:
 - i. Monitor topics and contribute when appropriate
 - ii. Refer topics to appropriate Executive Committee members for follow-up or FYI
 - iii. If seeking outside Section input, remove appropriate identifiable information.

- iv. Respond individually (mentor) or to entire list serve (inform) as indicated
- v. Identify topics of significance and trends to Executive Committee for follow-up action.
- vi. Post information as appropriate, when not introduced by others.

j.

3. Duties

- a. Record of minutes of meetings of the Executive Committee, Board of Directors, and annual Business Meeting (CSM).
- b. Ensure accurate minutes of meetings are approved and available. Requirements of minutes may vary with the jurisdiction but should include at a minimum:
 - date, time, location of meeting;
 - list of those present and absent;
 - list of items discussed;
 - list of reports presented;
 - text of motions presented and description of their disposition;
 - list of assignments made in the course of the meeting.
- c. Circulate a copy of the minutes to the Section Executive Committee and Executive Director within 15 days of the meeting to review for accuracy.
- d. Ensure that a final version of minutes from the previous meeting is approved at the next meeting.
- e. Sign a copy of the final, approved minutes and ensure that this copy is maintained in the corporate records.
- f. Submit a final copy of the final minutes to APTA within thirty (30) days of approval of the minutes. Send to components@apta.org.
- g. Track and report unfinished business and assignments reflected in the meeting minutes.

4. Sub-committees & Task Forces

- a. Serve as a liaison to standing committees and work groups as assigned by the Executive Committee.
 - i. Orient assigned committee, work group, and task force leaders to organization operations.
 - ii. Monitor the activities of assigned committees, work groups, and task forces and provide support to these leaders as needed.
 - iii. Bring matters forward on behalf of assigned work groups to the Executive Committee.
 - iv. Report relevant Executive Committee decisions and recommendations to assigned committees and work groups as needed.
 - v. Work with the Executive Committee and Executive Director to anticipate work group needs for resources and allocate resources as needed within the scope of the organization's mission, priorities, and available resources.
- b. Lead other work groups as assigned by the Executive Committee.

5. Finances

- a. Prepare an annual budget for the Secretary.
- b. Assist assigned committees in preparing an annual budget for the Treasurer and Finance Committee. Exercise diligence in reviewing the organization's financial reports and in allocating its resources.

6. Resources

- a. In collaboration with the Executive Committee and association executive, identify and secure the resources needed to support the programs, services, and initiatives of the Section. These may include financial resources, collaborative partners, and human resources both volunteer and paid.
 - b. With the Executive Committee, annually negotiate an association management agreement that ensure support for the organization's operations.
7. Signing Officer - The Secretary may be designated by the Board of Directors as one of the signing officers for certain documents. In this capacity, the Secretary may be authorized or required to sign or countersign checks, correspondence, applications, reports, contracts or other documents on behalf of organization.

Time Commitment: 10-15 hours / month

Qualifications

The Secretary must maintain current membership in APTA and the Home Health Section. It is preferred, but not required, that the Secretary have some prior experience with, or an aptitude for management of departments or projects.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Secretary is oriented and trained by the out-going Secretary. Additional training and orientation is available from both the Section Executive Director and other officers. These individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Secretary is expected to orient and train members of the work groups he/she oversees, as well as his/her successor.

Benefits

Officers benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

In collaboration with appropriate assigned committees, the Secretary regularly review and maintain the following documents and policies:

1. Secretary job description
2. Nominating Committee job description
3. Election policies and procedures (Nominating)
4. Membership Committee job description
5. Membership development plan (Membership)
6. Annual budget
7. Organization strategic plan
8. Annual association management agreement(s) and service scope(s)

Home Health Section – APTA

2016 Management Scope of Services (Executive Director)

1. General Management and Operations / Central Office Facilities
 - a. Provide centrally located office to serve as SECTION headquarters, open Monday through Friday, 8:00 am – 4:00 pm Mountain Time.
 - b. Mailing address, telephone and fax services.
 - c. Provide central files and storage of materials, current and historical.
 - d. Maintain working supplies inventory.
 - e. Answer and/or route correspondence and telephone calls.
 - f. Serve as Registered Agent for the SECTION.
 - g. Advise and assist the Section in meeting the legal and fiscal requirements of professional associations.
 - h. When appropriate, review and/or recommend programs which might serve the Section's mission and membership.
 - i. Consult with allies or colleagues for the purpose of addressing obstacles and opportunities facing the Section.
 - j. Assist Section officers in the development of effective policies and/or procedures for their offices.
 - k. Share relevant association management resources with Section leaders.
 - l. Participate in relevant APTA meetings for component executive personnel and report on these activities to the Section's Executive Committee.
 - m. Serve as contact point/liaison to service providers or vendors with whom the Section contracts.
 - n. Arrange for the printing, inventory, and distribution as needed of Section collateral materials, such as stationery, envelopes, and business cards.
 - o. Maintain appropriate confidentiality policies related to Section information and records.
 - p. Implement and support the Section's policies.
 - q. Provide for and/or coordinate the Section's committee and Board conference calls.
 - r. Report to the Section Executive Committee and members, in writing and verbally, the activities of the Executive Director.
 - s. Provide communication support to committee chairs by assisting in establishing online work folders and facilitating access.
2. Board & Executive Committee
 - a. Maintain a current roster of Section officers, committee, and committee members. Distribute at least annually or upon request.
 - b. Forward all relevant correspondence, messages or information to Section officers as needed or requested.
 - c. Respond to requests from members or coordinate responses through officers as needed or appropriate.
 - d. Assist the Executive Committee in updating Section policies and procedures annually or periodically as determined by the Executive Committee.
 - e. Respond and/or coordinate response to requests by APTA for Section information.
 - f. Notify members of upcoming meetings in accordance with bylaw provisions.
 - g. Attend and participate in the Section Executive Committee meetings at Combined Sections Meeting and the annual retreat.
 - h. Coordinate Executive Committee conference calls; participate as needed and available.
3. Education
 - a. Assist the Education Committee in the promotion of a continuing education home study course

each year

- i. Develop and maintain a record-keeping process for CEUs assigned through this program
 - ii. Score post-tests and issue certificates or other notices to registrants
 - iii. Promote program using Section website, electronic notices to members, and APTA components.
 - iv. Report annually to the Executive Committee regarding program participation
 - v. Provide support materials as needed to the Education Committee for the completion of CEU applications
 - b. Develop and maintain an electronic mailing list of non-members for relevant education announcements
- 4. Government Affairs Committee
 - a. Facilitate communications from Committee to membership through Section website, email blasts, and discussion group postings as needed.
 - b. Inform Committee Chair of relevant requests and information from APTA.
- 5. Publication
 - a. Coordinate and collect materials for the *Quarterly Report* in cooperation with the Editor.
 - b. Edit article content for grammar, punctuation, clarity and language.
 - c. Ensure compliance of content with Association policies and practices.
 - d. Solicit and/or respond to advertisers for the *Quarterly Report* and maintain records regarding advertising placements.
 - e. Invoice for *Quarterly Report* advertisements as needed. Collect and deposit all payments.
 - f. Maintain computerized records for all non-member subscribers. Forward information to potential subscribers as requested, collect and deposit all payments.
 - g. Thank and provide newsletter copies to authors following publication of each issue.
 - h. Coordinate the distribution by mail of *Quarterly Report* to Section members and other subscribers or authors as needed.
 - i. Respond to requests for copies of electronic articles as needed or directed.
- 6. Membership
 - a. Audience Communications:
 - i. Respond to member and non-member requests as appropriate, directing individuals to Section committees or leadership as needed.
 - ii. Coordinate monthly communication with Section members, based upon membership status reports from APTA:
 - 1. Prepare and mail new member packets for the Section to new and reinstated members.
 - 2. Email welcome messages to new and reinstated members.
 - 3. Email notifications to lapsed Section members.
 - iii. Develop and issue electronic newsletters to inform members of issues/news of timely interest, monthly.
 - iv. Develop and maintain electronic mailing lists for email correspondence with members and non-members.
 - v. Develop and implement electronic membership surveys and make results available to Membership Chair and Executive Committee as needed or requested.
 - vi. Establish and maintain discussion group(s) for Section stakeholders.
 - 1. Respond to subscription management requests by members.
 - 2. Post Section or APTA messages as needed or directed by APTA leadership, staff, or Section officers and chairs.

- vii.
- b. Assist and advise the Membership Chair in the development of membership recruitment programs and the identification of membership candidates.
- c. Database Development & Maintenance
 - i. Establish and maintain a website-based database for relevant audiences and procedures to support this database.
 - ii. Establish and maintain procedures for integrating APTA data updates to ensure accurate membership data.
 - iii. Provide specialized membership lists to Section officers and committee chairs upon request.
- d. Display
 - i. Update and maintain materials for the Section display as directed by the Membership Committee.
 - ii. Arrange and coordinate delivery and storage of the Section display to Combined Sections Meeting, National Association of Home Care Annual Meeting, Student Conclave (as needed), and Annual Conference.
- e. Volunteer Management
 - i. Establish a means of collecting volunteer information from members and maintaining a “pool” of volunteers.
 - ii. Provide officers/chairs with the names of members who have volunteered, or expressed interest in volunteering, for committees.

7. Practice

- a. Facilitate communications from Committee to membership through Section website, email blasts, and discussion group postings as needed.
- b. Provide advice and direction to Chair related to project implementation.
- c. Coordinate editing, formatting, and design for Practice Committee-generated documents and resources.
- d. As needed, create online store items for Practice Committee-generated documents.
- e. Publish and promote Practice Committee-generated documents to relevant audiences.

8. Programs

- a. Combined Sections Meeting (CSM)
 - i. Coordinate the design, printing, and distribution of brochures or announcements related to Combined Sections Meeting.
 - ii. Prepare registration materials for one CSM pre-conference course annually, to include:
 - 1. Master registration list based upon APTA registration reports
 - 2. Course handouts
 - iii. Format Section handouts for CSM and coordinate distribution of the handouts through the Section website in cooperation with APTA.
- b. Speaker Agreements – develop and issue speaker agreements for Section programs in accordance with terms approved by the Executive Committee. Arrange for speaker payments following presentations.

9. Finance

- a. Serve as an ex-officio member of the Section Finance Committee.
- b. Assist and advise the Treasurer, Section officers, and committee chairs in the development and review of an annual Section budget.
- c. Advise the Treasurer with regard to association financial practices.
- d. Collect and deposit payments received on the Section’s behalf and produce a report for each

deposit transaction.

- e. Assist in completion of the Section's annual internal audit.
- f. Coordinate completion of Section's annual IRS Form 990 with a certified public accountant, providing documentation and information as needed or requested by the accountant.
- g. Assist the Section in the completion of occasional external, comprehensive audits in accordance with the Section's audit policies.
- h. Establish and maintain a merchant account for credit card processing.
- i. Record and issue payments for all invoices, reimbursement requests, and other payments due.
- j. Reconcile accounts on a monthly basis.
- k. Issue invoices for accounts receivable.
- l. Provide account status reports to Treasurer on a quarterly basis and as need for association meetings.
- m. Prepare and mail 1099s annually.
- n. Monitor and manage cash flow in collaboration with Treasurer.
- o. Collaborate with the Section Treasurer and Board of Directors in preparing an annual budget.
- p. Collaborate with the Treasurer and Finance Committee as needed to internally audit association finances.

10. Nominating & Elections

- a. Upon request, provide the Nominating Committee Chair or committee members with a current Section membership roster.
- b. Advise the Section Nominating Committee of members who have expressed an interest in running for Section office.
- c. Develop and implement a method for electronic elections, posting relevant support materials and links to the Section website.
- d. Promote the availability of both the electronic and paper ballot to Section members.
- e. Design and make a paper ballot available to current members upon request.
- f. Tabulate election results and review ballots for compliance with election procedures.
- g. Report election results to the Nominating Chair and Section President.

11. Governance

- a. Collaborate with the Section Executive Committee as needed to establish a Bylaws Task Force and develop revisions to the Section Bylaws.
- b. Assist the Bylaws Chair in coordinating Bylaw amendments through APTA.
- c. Notify the Chair as needed of mandatory Bylaw amendments requested by APTA.
- d. Coordinate the publication and/or distribution of proposed Section Bylaw amendments to the Section membership.
- e. Advise the Section in developing and initiating updates to core Section documents as needed or directed.

12. Website

- a. Recommend and support ongoing development and improvements to the website and email system.
- b. Create and revise website content as needed or as requested by Board members.
- c. Initiate appropriate updates to website, based upon current APTA and Section activities and needs.
- d. Establish administrative access to Officers and others as needed and provide training to these individuals in website content management.
- e. Initiate and maintain a mechanism for monitoring website usage, and report results to Executive Committee.
- f. Schedule, convert, and upload podcasts as needed.

- g. Oversee Career Center initiatives and promotion
 - i. In collaboration with the vendor, develop promotional materials for the Career Center
 - ii. Review and approve monthly Career Center updates

13. Sales/Royalties/Affinity Agreements

- a. Advise and assist the Section in securing agreements for services or products of mutual benefit to vendors and Section members.

14. Certificate Program

a. Communication

- i. Orient co-directors to organization policies, procedures, and resources as needed.
- ii. Facilitate transition from existing Task Force to standing Committee.
- iii. Coordinate and participate in meetings with APTA related to development of online courses, needed materials and formats.
- iv. Maintain a list of program task force/workgroup members and facilitate appointments with the Executive Committee as needed.
- v. Assist the program co-directors in establishing systems for ongoing communication and document sharing with task forces and workgroups (Basecamp, Dropbox, conference calls). Enable group member participation.
- vi. Collaborate with APTA and Co-Directors in addressing online content issues.
- vii. Develop standard communications for successful and unsuccessful program participants.
- viii. Communicate with members and interested individuals about program requirements and process as needed.
- ix. Follow up with online course registrants as needed for next steps.

b. Procedures & Materials Development

- i. Review, edit, and format program materials for either internal use or future distribution to program participants.
- ii. In collaboration with the co-directors, develop procedures for face-to-face courses, related job descriptions for faculty and lab assistants, content review and maintenance.
- iii. Develop procedures for registration, candidate tracking.
- iv. In collaboration with the co-directors, prepare the course proposal for submission to APTA by April 1.
- v. Maintain current core documents for the program.
- vi. Create a database to support program participation.
- vii. Coordinate design of program collaterals, such as certificates and other merchandise.
 - i. Identify and work with a designer to create a program logo.
- viii. Assist Co-Directors in identifying potential faculty and support development of training materials.
- ix. Assemble information needed from faculty to support CE applications, design faculty agreement templates.
- x. Initiate and support efforts to trademark program.
- xi. Develop program microsite on Home Health Section website. Maintain and update as needed.
- xii. Develop program information flyer.
- xiii. Establish mechanism for tracking non-members interested in program, but not currently enrolled.

c. Event Management

- i. Assist the Co-directors in identifying locations for face-to-face courses and contract with facilities/sites as directed.
- ii. Collaborate with Co-directors and onsite contacts related to catering, lodging, and event transportation.
- iii. Establish and maintain registration procedures face-to-face certificate courses.
- iv. Establish and maintain event webpages for face-to-face certificate courses and training programs as needed.
- v. Prepare online or on-site materials to support face-to-face courses and coordinate delivery to course locations as needed.
- vi. Confirm course registrations, handle payment, and correspond with registrants as needed.
- vii. Provide on-site course coordinators with registration materials as needed.

d. Marketing & Promotion

- i. Identify appropriate audiences for program and target with information.
- ii. Arrange for program advertising as directed.
- iii. Advise APTA and components of program and upcoming events and/or courses.
- iv. Prepare promotional materials as appropriate for Section exhibits or upon request for other events.

e. Finance & Budget

- i. Monitor and report program performance to the Section Executive Committee bi-annually or as requested.
- ii. Assist the Co-Directors in preparing and monitoring the annual program budget.
- iii. Reimbursable Expenses

WEBINARS: By separate, on-demand contract addendum:

- Serve as webinar headquarters with every effort made to make HHS as visible as possible and conference headquarters perceived as an extension of the HHS team.
- Arrange for and confirm webinar support service (1-800 phone number, URL for presentation access, password and ID, number of lines required, operator assisted connection, Q&A process, recording if allowed by speaker, etc.) There is no minimum number of dial-ins required.
- Develop a welcome and introductory script for each presentation.
- Develop a standard speaker agreement for webinars and collaborate with individual speakers to contract for presentation services.
- Monitor and troubleshoot technical aspects of the presentation in collaboration with the service provider/host.
- Secure and coordinate an on-line secure registration process and electronic credit card processing.
- Arrange for deposit of funds and transmittal to the HHS bank account in accordance with HHS requirements.
- Receive invoice, reconcile with registration records.
- Review the final webinar bill from the conference call company and trouble shoot any problems with the conference call vendor prior to forwarding to the Treasurer for payment.
- Arrange for and procure a CDs to support advance and ongoing sales to HHS members (if the speaker will allow the call to be recorded).
- Implement online sales and fulfillment processes for event recordings through the HHS website.
- Call for and post evaluations received electronically.

- If speaker agrees, call for and arrange to post answers as provided by speaker to questions that don't get answered during the conference to the HHS website.

PRE-WEBINAR ARRANGEMENTS

Marketing/Promotion

- Design webinar promotional materials for distribution by electronic and traditional mailing methods, as well as for use in HHS publications.
- Coordinate the printing, posting, and distribution of promotional materials to appropriate conference audiences, and/or audiences specified by HHS.
- Provide for delivery or accessibility of handout materials to registrants.
- Upload presentations to the webinar platform for live presentation. Design and distribute certificates of participation to registrants.
- Maintain records related to webinar registration and participant evaluations. Distribute this information as needed or requested by HHS leadership.
- Assist and advise HHS in establishing audio CD prices and in developing distribution and sales details.
- Design and distribute promotional materials for the sale of audio CDs following the webinar.
- Develop and maintain an electronic mailing list of non-members for email audio conference announcements

Registration/Confirmation

- Receive conference registrations via secure on-line e-mail, fax or mail.
- Confirm registrant's APTA and/or Section membership and verify appropriate registration fee.
- Process registrations and collect payment via credit card or check.
- Handle phone inquiries re: registration process.
- Develop registration database to generate final attendance reports.
- E-mail 1-800 dial-in information, password, links to handouts / power point and general course evaluation form directly to each registrant.

HHS will provide the following services:

- Designate one person to liaison with RMMS staff in the production of webinars.
- Agree to marketing plan and production schedule to meet conference objectives.
- Identify speaker and conference content.
- Provide RMMS pricing schedule, session outline, speaker information for use in preparing electronic promotional brochure according to production schedule but no later than two months prior to conference.
- Provide evaluation questions for creation of online evaluation form for webinar events.
- Provide electronic handouts (power point) and/or resource list to RMMS three weeks prior to conference.

The following expenses shall be deemed to be Reimbursable Expenses hereunder*:

1. Outside mailing services (depending on volume)
2. Postage
3. Printing including stationery, large volume copying reports and computer records
4. In house color printing and photocopying at 12¢ per copy
5. Mailing labels and computerized lists
6. Local and long distance telephone calls, charges related to toll-free dedicated phone number
7. Meeting costs, meals, space rental, set up, etc.
8. Supplies unique to the SECTION and not used by other RMMS clients, e.g. special size envelopes, special

folders, etc.

9. Travel transportation, lodging & meals including travel expenses to Board meetings and conventions for staff as approved by the SECTION president.
10. Speakers' fees and expenses
11. Legal and audit fees as required
12. Purchased promotional and advertising programs
13. Audio visual production and services
14. Art work and photography
15. Outside editorial copy for publications
16. Convention and other meeting management for travel, program time, meals, promotion, printing and other non-administrative functions not covered in the agreement.
17. Credit card processing fees

*This list highlights key areas only and is not intended to be all-inclusive.



**HOME HEALTH CERTIFICATE PROGRAM
CO-DIRECTOR ANNUAL CONTRACT
HOME HEALTH SECTION**

Co-Director Name: _____

I agree to be a co-director for the "Home Health Certificate Program" (HHCP) for the term of January 1, 2016 through December 31, 2016.

As a co-director, I am committed to this program and recognize that the certificate process ("HHCP") materials, courses and all intellectual property rights therein ("Materials") are the property of the Home Health Section ("HHS").

I expressly agree that to the extent I author or contribute (or have in the past authored or contributed) to HHCP Materials:

- All copyrightable Materials are deemed works made for hire under the U.S. Copyright Act and are owned by the HHS under **17 U.S.C. § 101.**
- I assign all rights, title and interest I have in any Materials that are not copyrightable or may not be deemed works made for hire, to the HHS.
- To the extent I cannot assign any rights I may own or deem them to be works made for hire, I grant the HHS a worldwide, exclusive, perpetual, irrevocable, royalty-free and fully paid up license to use the materials in any way the HHS desires.
- I expressly understand and agree that I will retain no ownership rights or interests in any Materials and that the HHS is the sole owner of such Materials.
- I agree to perform any further acts necessary or desirable by the HHS to further evidence the HHS's ownership interests/rights in the Materials.
- I will not use any third party intellectual property in the Materials without first obtaining the appropriate licenses.
- I will not use, distribute, publish, perform, display, or prepare derivative works of the Materials or authorize anyone else to do the same without first obtaining the express permission of the HHS.

I further accept that I am not entitled to any minimum number of courses as co-director for this term and that assignment to courses is based upon expertise, needs, location and course attendee count.

I acknowledge that any travel arrangements made PRIOR to signing individual course contracts (a separate document) may not be reimbursed if changes to the course instructors are made or cancellation of the course occurs. Once the contracts for individual courses have been signed and received by the HHS, the cancellation and reimbursement clauses as stated in those contracts prevails.

I further understand that as a co-director, I am responsible for the tasks and activities described in Attachment A - HOME HEALTH CERTIFICATE PROGRAM CO-DIRECTOR RESPONSIBILITIES & EXPECTATIONS.

The annual honorarium and stipend for co-director for January 1, 2016 through December 31, 2016 is **\$5,000**, payable by the Home Health Section in quarterly installments beginning January 1, 2016.

Upon 60 days written notice, this agreement may be cancelled by either party.

Expenses will be reimbursed as outlined below:

EXPENSES

Expenses within the limits defined below are pre-approved and do not require additional HHS approval. Amounts in excess of the limits defined below require HHS Executive approval prior to booking travel.

For instructors requiring a **three** night stay, expenses in the aggregate will be reimbursed up to \$1100. This includes air and ground transportation, parking, meals, lodging, and any other ancillary expenses with meals not to exceed \$65/day.

For instructors requiring a **two** night stay, expenses in the aggregate will be reimbursed up to \$900. This includes air and ground transportation, parking, meals, lodging, and any other ancillary expenses with meals not to exceed \$65/day.

_____ I have no real or perceived conflicts of interest that relate to the program.

_____ I have the following real or perceived conflicts of interest that relate to this program.

Based on the real or perceived conflicts indicated above, describe how you plan to be free from bias in this presentation:

I agree to be co-director of the HHCAP under the conditions stated above:

Printed Name & Credentials: _____

Signature: _____ Date: _____

Address _____

Telephone: (H) _____ (O) _____ (Fax) _____

E-Mail: _____

Return contract to:

Home Health Section – APTA
PO Box 4553, Missoula, MT 59806-4553
P: 866-230-2980
F: 866-861-4675
Email: RLCHILDERS@homehealthsection.org

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair, Education Sub-Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee. Part of the Educational Programming Committee.

Reports to: Treasurer (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

The Education Committee's purpose is to provide quality continuing education programs and educational resources that facilitate and advance best practice utilizing evidence-based medicine.

Composition

Education Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the individual sub-committees. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings
 - a. The Chair will arrange, coordinate and preside over all Practice Committee meetings as scheduled by the chair.
 - b. Committee members will participate in group meetings and notify the sub-committee chair of meetings they are unable to attend.
 - c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Education Committee Chair.
 - d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.
2. Communications
 - a. The Chair will provide a report prior to each Executive Committee and Board meeting on all activities of the Committee since the last meeting.
 - b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
 - c. The Chair will orient his/her successor to all relevant Committee activities and procedures.
3. Duties
 - a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
 - b. The Chair will recommend and the Executive Committee will appoint Section members to the Education Committee.
 - c. In the absence of the Chair, a member of the Education Committee will perform the duties of the Chair, after notification to the Section Executive Committee.
 - d. Initiates and maintains procedural documents related to program.
 - e. The Education Committee will develop and coordinate at least two additional education opportunities for delivery to members annually. These may be, but aren't limited to: on-site courses, audio/webinar conferences, online courses, home study courses, or courses in collaboration with other sponsors or education service providers. Responsibilities include:

- i. Develop topics and subject material
- ii. Identify speakers/presenters/authors
- iii. Arrange schedules, rooms, times, etc. as needed
- iv. Coordinate live course events
- v. Collaborate with Section Executive Director to implement or engage appropriate service providers
- vi. Submit course information for CE approval in collaboration with Section Executive Director
- vii. Review and summarize course evaluation/feedback
- viii. Liaison with state and national /state home care associations and/or therapy associations
- ix. Develop a section speaker bureau for educational presentations

4. Sub-committees & Task Forces

- a. The Section Executive Committee may create sub-committees or task forces assigned under the Education Committee as needed or at the request of the Chair.
- b. Individual Education Committee members may serve in one or multiple Committee sub-groups.

5. Finances

- a. The Chair will submit an annual budget for the Education Committee which reflects reasonable requests and anticipated expenses.
- b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
- c. The Education Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 5 hours / month

Qualifications

Education Committee members must be current members of the Home Health Section. It is preferred that members have experience in the design and development of continuing education content and programming relevant to the home health practice setting.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

In collaboration with the Education Board Liaison, the Executive Director, and members of the Education Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Education Committee job description
2. Education Committee Annual budget
3. Strategic plan items applicable to Education Committee
4. Procedural documents for Course Submissions and review

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair, Program Sub-Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee. Part of the Educational Programming Committee.

Reports to: Treasurer (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

The Program activities of the Home Health Section include evaluation of education needs of the members and determination of appropriate programming and course offerings for the Combined Sections Meeting (CSM), as well as all section events scheduling for CSM.

Composition

Program Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the individual sub-committees. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings

- a. The Chair will arrange, coordinate and preside over all Program Committee meetings as scheduled by the chair.
- b. Committee members will participate in group meetings and notify the sub-committee chair of meetings they are unable to attend.
- c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Program Committee Chair.
- d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.
- e. The Program Chair must attend the following meetings:
 - i. The annual Program Chair Workshop as scheduled by APTA
 - ii. All APTA program chair committee meetings at CSM
 - iii. Entire APTA's Combined Sections Meeting
 - iv. Annual Conference on days as required for Section events/meetings.

2. Communications

- a. The Chair will provide a report prior to each Executive Committee and Board meeting on all activities of the Committee since the last meeting.
- b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
- c. Reports to APTA Meeting Services as requested related to Section CSM session scheduling.
- d. Provides the Publication Chair and Section Executive with the CSM schedule and detail for promoting CSM through the Section publication, website, and member messaging.
- e. The Chair will orient his/her successor to all relevant Committee activities and procedures.
- f. Collaborates with the Section Research Chair to ensure timely approval of CSM poster and platform submissions.

3. Duties

- a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
- b. The Chair will recommend and the Executive Committee will appoint Section members to the Program Committee.
- c. In the absence of the Chair, a member of the Program Committee will perform the duties of the Chair, after notification to the Section Executive Committee.
- d. Initiates and maintains procedural documents related to program.
- e. The Program Chair provides direct liaison with the APTA conference staff and other Sections' program chairs
 - i. Conforms with APTA's Meeting Services Department's deadlines
 - ii. Collects requested information from speakers.
 - iii. Reviews all onsite program information as required by APTA meeting services staff
 - iv. Completes all continuing educational approval applications as directed by the APTA education department
 - v. Has direct communication with APTA conference staff regarding all meetings, program sessions, AV needs, room signs, and refreshments/meals during CSM and AC
 - vi. Presents conference programming to the APTA and the journal, Physical Therapy, according to stated deadline.
 - vii. Submits and maintains event sheets for programming to the APTA.
 - viii. Works with other sections to make CSM a multisectional meeting through cosponsoring events.
 - ix. Provides input to the biannual review of the APTA/Section contract for CSM
 - x. Communicates all on-site problems to APTA's Meeting Services Department staff.
 - xi. Establishes and maintains communication among other Sections concerning programming.
 - xii. Provides direction to the program committee by:
 1. Developing a committee of education submissions reviewers to evaluate education programming submitted to ScholarONE for CSM for acceptance
 2. Scheduling room workers for each education program at CSM who will introduce the speakers, monitor the room, verify attendees attendance (as needed) and other room worker duties as assigned.
 3. Assign 2 committee members to each education session in assisting with all required deadlines.
 - xiii. Oversees all educational programming at CSM:
 1. Work with board members, committee members, SIG chairs and Section Executive to obtain sponsors for CSM programming and Annual events
 2. Preconference:
 - a. Selects preconference programming and obtains approval from the Executive Committee
 - b. Coordinates all details of for course CE approval, including schedules, objectives, format, AV, if appropriate.
 - c. Provides essential details of preconference course(s) to the Section Executive to ensure contracts are issued to speakers in a timely fashion.
 - d. Works with Section Executive to develop promotional materials for preconference course(s).
 - e. Arranges all refreshment and break snacks for pre-instructional courses.
 - f. Is in attendance (or assigns a committee member) to
 - i. Checks room appointments
 - ii. Ensures that appropriate, functional audio/visual equipment is present.
 - iii. Verifies location and effectiveness of light switches and dimmers.

- iv. Greets speakers and reviews biographical information for introductions.
 - g. During presentations, is attentive to timing, audience and speaker needs, room temperature, and outside noises, taking appropriate action when indicated.
 - h. Assigns and orients Committee volunteer(s) as needed in checking in attendees and reporting attendance to APTA Meeting Services.
 - i. Verifies all refreshments are ordered and present
 - j. Introduces speakers and Thanks any cosponsor or business sponsors of the event
 - k. Collects all evaluation forms (if applicable) and sign in sheets.
- 3. Education Sessions:
 - a. Contacts speakers to: Coordinate all details of negotiation for education sessions, schedules times, AV, if appropriate.
 - b. Provides essential details of sessions to the Section Executive to ensure contracts are issued to speakers in a timely fashion and handouts are received and posted as required by APTA.
 - c. Assigns committee members to work with each session to communicate to speakers deadlines, registration information, reminders, schedule changes, or other information at necessary intervals prior to the scheduled meeting.
 - d. Coordinates the coalition of speaker critique forms and communicates results with thank yous to speakers within 2 months post CSM.
- xiv. After consultation with the President, oversees the scheduling of all Section-related meetings/events at CSM.
 - 1. Coordinates food/beverage, A/V, and room setup for the Section Meet & Greet and the Section business meeting.
- 4. Finances
 - a. The Chair will submit an annual budget for the Program Committee which reflects reasonable requests and anticipated expenses.
 - b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
 - c. The Program Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 10-20 hours / month

Qualifications

Program Committee members must be current members of the Home Health Section. It is preferred that members have exceptional organization skills.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

In collaboration with the Program Board Liaison, the Executive Director, and members of the Education Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Program Committee job description
2. Program Committee Annual budget
3. Strategic plan items applicable to Program Committee
4. APTA Section Program Chair manual and related materials. Available through APTA's Communities: <http://communities.apta.org/p/co/ly/gid=14>

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair, Government Affairs Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee

Reports to: President (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

The primary purpose of the Government Affairs and Practice Committee is to increase Section and association members' awareness of, and involvement in, regulatory and legislative issues and activities relevant to the practice of physical therapy in the home health setting.

Composition

Government Affairs Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the Government Affairs Committee. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings

- a. The Chair will arrange, coordinate and preside over all Government Affairs Committee meetings as scheduled by the chair.
- b. Committee members will participate in group meetings and notify the chair of meetings they are unable to attend.
- c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Government Affairs Committee Chair.
- d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.

2. Communications

- a. The Chair will provide a written report prior to each Board meeting on all activities of the Committee since the last meeting.
- b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
- c. The Chair will orient his/her successor to all relevant Committee activities and procedures.

3. Duties

- a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
- b. The Chair or his/her committee designee will represent the Section at APTA legislative conferences as recommended by the Section Executive Committee or as budgeted by the Government Affairs Committee.
- c. Identify, inform and act as a resource to the APTA regarding critical issues in regulatory, reimbursement and legislative affairs and monitor APTA response, action, and outcomes.
- d. Monitor activities of APTA's Government Affairs Committee, Department of Reimbursement and staff.

- e. Provide articles or announcements of interest to the membership regarding health policy, legislative and regulatory issues via the Section publication or otherwise in collaboration with the Section Executive Director.
 - f. Monitor and communicate with members regarding legislative/regulatory activity, with an emphasis on current reform and the anticipated impact on members.
 - g. Notify the Section Executive Director of pending regulatory rules or legislation of special relevance to home health practice and collaborate with him/her to make details available to members.
4. Sub-committees & Task Forces
- a. The Section Executive Committee may create sub-committees or task forces assigned under the Government Affairs Committee as needed or at the request of the Chair.
 - b. Individual Government Affairs Committee members may serve in one or multiple Committee sub-groups.
5. Finances
- a. The Chair will submit an annual budget for the Government Affairs Committee which reflects reasonable requests and anticipated expenses.
 - b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
 - c. The Government Affairs Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 5-7 hours / month

Qualifications

Government Affairs Committee members must be current members of the Home Health Section. It is preferred that members are actively working in home care and have exceptional writing and organizational skills.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents & Resources

In collaboration with the Government Affairs Board Liaison, the Executive Director, and members of the Publication Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Government Affairs Committee job description

2. Government Affairs Committee Annual budget
3. Strategic plan items applicable to Government Affairs Committee
4. APTA communities for Government Affairs: <http://communities.apta.org/>

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair, Membership Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee

Reports to: Secretary (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

To recruit, engage, and retain members in Home Health Section and the American Physical Therapy Association.

Composition

Membership Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the Membership Committee. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings

- a. The Chair will arrange, coordinate and preside over all Membership Committee meetings as scheduled by the chair.
- b. Committee members will participate in group meetings and notify the chair of meetings they are unable to attend.
- c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Membership Committee Chair.
- d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.

2. Communications

- a. The Chair will provide a written report prior to each Board meeting on all activities of the Committee since the last meeting.
- b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
- c. The Chair will orient his/her successor to all relevant Committee activities and procedures.

3. Duties

- a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
- b. The Chair will recommend and the Executive Committee will appoint Section members to the Membership Committee.
- c. In the absence of the Chair, a member of the Membership Committee will perform the duties of the Chair, on an interim basis after approval by the Section Executive Committee.
- d. Initiates and maintains procedural documents related to program.
- e. The committee will track and monitor membership trends within the component and work to incorporate awareness, recruitment, engagement, renewal, and reinstatement messages in print, electronic distribution, and via the component's Web site.

- f. Develop and implement a Membership Development Plan for Section.
 - g. Identify target groups to initiate at least one membership drive per year to recruit, retain, or engage members.
 - h. Develop appropriate strategies for membership recruitment through the Section exhibit and collaborate with the Section Executive Director to stock and order materials for the exhibit, including display enhancements.
 - i. Work with component executive office to track and acknowledge new, renewing, and lapsed members.
 - j. Collaborate with APTA's Membership Development Department.
 - k. Lead the development and implementation of a comprehensive membership survey every two years.
4. Sub-committees & Task Forces
- a. The Section Executive Committee may create sub-committees or task forces assigned under the Membership Committee as needed or at the request of the Chair.
 - b. Individual Membership Committee members may serve in one or multiple Committee sub-groups.
5. Finances
- a. The Chair will submit an annual budget for the Membership Committee which reflects reasonable requests and anticipated expenses.
 - b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
 - c. The Membership Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 10-15 hours / month for chair; 4-6 hours / month for committee members.

Qualifications

Membership Committee members must be current members of the Home Health Section. It is preferred that members are generally familiar with the Section's membership benefits and can be enthusiastic promoters of what the Section has to offer. Be willing to talk with members and potential members.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Secretary (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents & Resources

In collaboration with the Membership Committee Board Liaison, the Executive Director, and members of the Membership Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Membership Committee job description
2. Membership Committee Annual budget
3. Strategic plan items applicable to Membership Committee
4. Results from the Section's most recent membership survey
5. Membership correspondence schedule and assignments
6. Membership correspondence to new, reinstated, and dropped members
7. Membership Chair Community at <http://communities.apta.org>

Home Health Section – APTA

JOB DESCRIPTION

Title: Nominating Committee Chair

Term: One (1) year as Chair, during final year of three (3)-year term. Elected by Section members.

Reports to: Section Secretary (Board Liaison), Board of Directors and Executive Committee as requested.

Oversees: Nominating Committee and Task Forces or Work Groups as requested or assigned.

Purpose

The Chair leads the Nominating Committee (NC) whose primary responsibility is to ensure succession in Section leadership positions through the solicitation of appropriate and qualified leadership candidates and by conducting timely and lawful elections. Additionally, the Nominating Committee supports the Section's leadership development efforts by assisting with the identification of appropriate candidates for appointed positions and Section awards.

Composition

The Nominating Committee (NC) consists of three members, a chairperson and two other members. Members serve for no more than one consecutive three (3) year term. One member of the nominating committee is elected annually at the time of other Section elections. The senior committee member serves as chair.

Key Responsibilities (Chair)

1. Meetings
 - a. In general, the Nominating Committee Chair is expected to participate in the following meeting events or to facilitate representation of the Nominating Committee at these events by an alternate Committee member:
 - i. CSM annually as determined by Executive Committee.
 - ii. Annual strategic planning meeting.
 - iii. Quarterly Home Health Section Board of Directors teleconferences.
 - b. Lead and facilitate regular teleconference meetings of the Nominating Committee as needed to accomplish the Committee's objectives and assigned tasks.
2. Communications
 - a. Communicate Committee updates to the Section Executive Board liaison on a regular basis (preferably monthly).
 - b. Orient new committee members and successor, forwarding all appropriate materials within 30 days.
 - c. Prepare written and/or oral reports regarding Committee activity as requested by the Executive Committee. Typically, twice annually.
3. Duties
 - a. Oversee the operations of the NC. This includes:
 - i. Oversee the creation of a slate for the current year's election, with a goal of having at least two candidates slated for each position.

- ii. Oversee the smooth operation of elections. Timeline is noted below. Communicate with the NC members and the Executive Director to ensure that everything is happening on schedule.
 - iii. Oversee the activities of the other committee members, to ensure deadlines are met and business is running smoothly.
 - b. Oversee the marketing of current vacancies and deadlines to members (in the Section newsletter, on the list-serve, in blast e-mails, etc.)
 - c. Submit expense vouchers to the Treasurer within one (1) month of expenditure.
 - d. Submit revisions of the position description and general procedures manual to the Bylaws Committee annually.
 - e. Finalize a slate of candidates for each vacancy to be filled by election:
 - i. Chair to obtain a membership roster and current relevant volunteer applications from the Executive Director or from the Section Membership Committee chair.
 - ii. Maintain confidentiality until the final slate is confirmed.
 - iii. Remain transparent regarding potential conflicts of interest related to candidates and elections.
 - iv. Accept nominations for office from the membership.
 - v. Publish the slate of candidates and ballot at least thirty(30) days prior to the deadline date for return of the ballot.
 - f. Recommend nominees for awards:
 - i. Solicit nominations for the Home Health Section's *Contribution Award* and the *Excellence in Home Care Award*.
 - ii. Recommend award recipients to the Section Executive Committee no later than December 1 annually.
 - iii. Upon request from the Section Executive Committee, assist in the preparation of submission of individual or organization entries for appropriate APTA Awards.
4. Finances
- a. Submit expense vouchers with receipts as prescribed by Section policies and procedures.
 - b. Expenses above and beyond Committee budgeted amounts require the approval of the Section Executive Committee.
 - c. Prepare an annual budget for the Nominating Committee in collaboration with the Section Treasurer.
 - d. The Nominating Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.
 - e.

Key Responsibilities (Committee members)

- 1. Meetings
 - a. Meet in person or conference call at least ten times per year to orient and organize NC members; identify potential candidates including prior candidates; solicit potential candidates; review candidates; prepare a slate for each vacancy to be filled by election.
- 2. Communications
 - a. Communicate in a timely manner with other NC members, Section officers, and the Executive Director.
- 3. Duties

- a. Work with the other NC members to recruit members for the Home Health Section slate and for appointed committees.
- b. Treat applications for elected or appointed offices as confidential until the applicant is slated or appointed.
- c. Participate in the Business Meeting at CSM and actively recruit Section members for elected and appointed positions at these meetings.
- d. Uphold neutrality during the election process.
- e. Solicit and secure candidates:
 - i. Verify Section offices to be filled by checking the bylaws and log of officers. Collaborate with Executive Director as needed.
 - ii. *Collaborate with Executive Director* and other NC members to maintain a list of prospective candidates for future nominations. Include members who have declined nomination and/or who have not been slated but have expressed an interest in serving the Section at a future date, members of committees, and members demonstrating an interest through any Section activities.
 - iii. Assess eligibility of those completing terms to run for re-election. This may be done through checking the APTA online membership directory.
 - iv. Encourage nominations from the membership at CSM for the following year's elections. Persons making nominations from the floor must obtain a written consent to serve, and present it to the nominating committee at the time of nomination.
 - v. Solicit nominations for office and for awards from the membership via newsletter, listserv and website.
- f. Prepare and finalize the slate of candidates:
 - i. Obtain completed consent to serve and bio forms from all candidates and forward to Executive Director in a timely fashion.
 - ii. Send a letter acknowledging receipt of nomination to all nominators.
 - iii. Ensure candidate statements are posted to website.
 - iv. Begin process for subsequent year after the slate is set and awards process are completed, with a plan in place before the Section Business Meeting at CSM. Review persons recommended for elected office in prior years.
 - v. The following criteria will be used in preparing the slate:
 1. Eligibility to serve: member of the Section for two years
 2. Section and Association experience:
 - a. Attendance at Section and/or Chapter meetings and activities encouraged and preferred.
 - b. Demonstrated understanding of duties and role of office
 - c. Prior experience in the duties of an office: component activities; work-related activities; other organizations.
 - d. Understanding of goals or purposes of the Section.
 - e. Awareness of membership resources.
 3. Personal characteristics
 4. Decision-making skills
 5. Ability to think and express self clearly
 6. Perception of future direction of the Section
 7. Leadership skills
 8. Geographic distribution
 - a. Location of present officers
 - b. Location of prospective nominees
 - vi. Provide candidates with the candidate data and consent to serve form, ensure completion according to the deadline, and forward to the Executive Director.
 - vii. Provide Executive Director with slate of candidates.

1. Presentation of the slate with:
 - a. The slate, with biographical information for each candidate, will be presented to the membership no later than 30 days prior to election.
- g. Conduct elections:
 - i. Section elections are conducted by online ballot.
 - ii. Mail ballots are available through the Section website and upon request through the Section office.
 - iii. Review all materials for accuracy of the slate, candidate information, ballot, and voting instructions.
- h. Post-election follow-up
 - i. Letters of thanks will be sent to all those slated for office via email by the Nominating Committee Chair. *The Executive Director will follow up with formal notifications by regular USPS mail.*
 - ii. Nominating Committee work shall be retained for three years with collaboration with the Executive Director.
- i. Nominations for Association offices and awards
 - i. The Nominating Committee shall review the awards to be presented and solicit nominations from members, to meet the December 1st deadline.
 - ii. The Nominating Committee shall review vacancies on appointed task forces/groups at the summer meeting, and solicit nominations from members, to meet the deadline.
 - iii. The Nominating Committee shall review Association awards to be made, and encourage members to nominate appropriate candidates.
 - iv. Nominations and support statements for Association offices and awards shall be coordinated with the Section President.

Election Timeline

Jan	Outgoing chair orientates new incoming chair
Feb	Installation of new committee member and chair, outgoing chair ensures smooth transition Committee meets at CSM to discuss open position and to make recruitment plan Committee reviews list of interested candidates kept on base camp
Mar	2nd meeting , develop recruitment plan Committee asks for current membership list from ED and
Apr	3rd meeting update on recruitment process
May	4th meeting goal to have at least 1 candidate for each open position
Jun	5th meeting, goal to have 2 candidates for each position Send out consent to serve
Jul	6th meeting review consent to serves and CV/resumes Deadline for consent to serve is July 15, send all consent to serves to ED
Aug	7th meeting review all consent to serves and publish ballot by Aug 15
Sep	8th meeting to check on any issues, discuss award candidates Voting from Sept 1 to Sept 30
Oct	9th meeting results and prepare to publish results Oct 15 publish results
Nov	10th meeting connect new members with outgoing members to orientate, award candidates
Dec	meet if needed to wrap up any outstanding items, plan time to meet at CSM

Key Documents

In collaboration with appropriate assigned committees, the Nominating Committee Chair regularly reviews and maintains the following documents and policies:

1. Nominating Committee job description
2. Election Timeline
3. Home Health Section's *Contribution Award* information
4. Home Health Section's *Excellence in Home Care Award* information

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair, Practice Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee

Reports to: Vice President (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

The Practice Committee's purpose is to assist the Home Health Section be an authority regarding PT practice in the home health practice setting. The goals of the committee are to provide position papers, white papers and other quality resources to facilitate and advance best practice utilizing evidence-based medicine.

Composition

Practice Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the Practice Committee. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings
 - a. The Chair will arrange, coordinate and preside over all Practice Committee meetings as scheduled by the chair.
 - b. Committee members will participate in group meetings and notify the chair of meetings they are unable to attend.
 - c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Practice Committee Chair.
 - d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.
2. Communications
 - a. The Chair will provide a written report prior to each Board meeting on all activities of the Committee since the last meeting.
 - b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
 - c. The Chair will orient his/her successor to all relevant Committee activities and procedures.
3. Duties
 - a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
 - b. The Chair will recommend and the Executive Committee will appoint Section members to the Practice Committee.
 - c. In the absence of the Chair, a member of the Practice Committee will perform the duties of the Chair, on an interim basis after approval by the Section Executive Committee.
 - d. Initiates and maintains procedural documents related to program.
 - e. Under the direction of the Chair, the Practice Committee will have representation within the APTA at Practice Committee Chair events sponsored by the APTA.
 - i. Coordinate Practice Committee Activities with other Sections Practice Committees both.

- f. Practice Committee resources are considered "draft" until reviewed and accepted by HHSEC at which time the resource will be considered final and approved by HHSEC.
- g. The PC and HHSEC will follow APTA conventions for approval of white papers and position papers prior to release as an approved document to the membership at large.
 - i. For the purpose of gathering membership input on position papers/white papers draft documents will be available for membership and clearly labeled via watermark "Draft".
- h. The Practice Committee under the direction of the Chair of the Practice Committee will staff the Home Health Section booth at annual conferences including the National Association of Home Care and Hospice, Annual conference of the APTA, Combined Sections Meeting of the APTA and Student Conclave of the APTA on an as needed basis. The committee will develop and coordinate at least two new resources annually to promote the mission of the Home Health Section and meet the objective of the Practice committee. Responsibilities include:
 - i. Develop resources
 - ii. Identify staffers of the booth (2 exhibitors, upon approval by HHSEC)
 - iii. Arrange staffing schedule, as needed (including HHSEC and leadership)
 - iv. Coordinate booth activities (raffle, give aways)
 - v. Collaborate with Section Executive Director for available resources for the booth, including both free resources and resources for purchase.
 - vi. Be available to accept materials at convention site and set up booth prior to conference following exhibitor schedule
 - vii. Be available to break down booth and pack materials for shipping to HHS office after conference is over following exhibitor schedule
 - viii. Review and summarize questionnaire evaluation/feedback
 - ix. Provide contact lists and business cards obtained to the Executive Director.
 - x. Liaison with state and national /state home care associations and/or therapy associations
- i. Practice Committee, member responsibilities:
 - i. Committee members appointed to be sub-committee chair positions shall provide meeting notes and communicate with Chair of PC as needed to update the Chair in the sub-committee or task force activities.
 - ii. Sub-committee chairs will report to the PC at large, updates on work being performed by the sub-committee/task force.
 - iii. Assignments will be submitted by agreed upon due dates to the Chair of the Practice Committee for distribution to PC members for review and approval.
 - 1. Practice Committee members failing to submit projects by agreed upon due date to the PC Chair are subject to removal from the Committee by the Practice Committee Chair.

4. Sub-committees & Task Forces

- a. The Section Executive Committee may create sub-committees or task forces assigned under the Practice Committee as needed or at the request of the Chair.
- b. Individual Practice Committee members may serve in one or multiple Committee sub-groups.

5. Finances

- a. The Chair will submit an annual budget for the Practice Committee which reflects reasonable requests and anticipated expenses.
- b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
- c. a. The Practice Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 15-20 hours / month for chair; 4-6 hours / month for committee members.

Qualifications

Practice Committee members must be current members of the Home Health Section. It is preferred that members are knowledgeable about the home health regulatory and practice environment.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

In collaboration with the Practice Committee Board Liaison, the Executive Director, and members of the Practice Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Practice job description
2. Practice Committee Annual budget
3. Strategic plan items applicable to Practice Committee
4. Documents developed and maintained by the Practice Committee and related task forces:
 - a. Practice Resource Documents for Home Health Therapists (2012)
 - b. The Home Health Section Toolbox of Standardized Tests & Measures (2013)
 - c. Providing Physical Therapy in the Home (2014)
 - d. Student Program Roadmap & Toolkit (2015)
 - e. Introduction to the Medicare Appeals Process for Home Health (2015)
 - f. Home Health Compass: Navigating the Sea of Home Health Regulators (2015)
 - g. Skilled Services Covered by Medicare in the Home: A guide to assist physical therapists in determining the appropriate benefit: Medicare Part A or Part B (2016)

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair (Editor), Publication Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee

Reports to: Vice President (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

The Publication Committee's purpose is to develop and produce content for a quality quarterly publication for the Home Health Section audience of physical therapists, physical therapist assistants, and physical therapy students working with a focus on practice in the home care setting.

Composition

Education Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the Publication Committee. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings
 - a. The Chair will arrange, coordinate and preside over all Practice Committee meetings as scheduled by the chair.
 - b. Committee members will participate in group meetings and notify the chair of meetings they are unable to attend.
 - c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Publication Committee Chair.
 - d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.
2. Communications
 - a. The Chair will provide a written report prior to each Board meeting on all activities of the Committee since the last meeting.
 - b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
 - c. The Chair will orient his/her successor to all relevant Committee activities and procedures.
3. Duties
 - a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
 - b. With the support of the Committee, identify article topics and solicit potential authors for contributions.
 - c. The Chair will recommend and the Executive Committee will appoint Section members to the Publication Committee.
 - d. In the absence of the Chair, a member of the Publication Committee will perform the duties of the Chair, after notification to the Section Executive Committee.
 - e. Initiate and maintain procedural documents related to program.
 - f. In collaboration with the Executive Director, ensure timely publishing of the publication to ensure commitments to membership and advertisers are met.

- g. In collaboration with the Publication Committee, review all articles for accuracy and appropriateness.
 - h. Collaborate with the Section Research Committee to publish Case Reports or research summaries of interest to the publication audience.
 - i. Throughout each year, the Section publication will include, but not be limited to, the following.
 - i. Articles that benefit the membership
 - ii. Section President's letter
 - iii. Abstracts and/or titles and authors from Annual conference poster and platform presentations selected by the Section
 - iv. Legislative and regulatory updates
 - v. Awards given to members by the Section
 - vi. Annual index of newsletter articles
 - vii. Announcements of educational programs, books, and products of interest to the membership
 - viii. Instructions for Authors
 - ix. Review of current literature
4. Sub-committees & Task Forces
- a. The Section Executive Committee may create sub-committees or task forces assigned under the Publication Committee as needed or at the request of the Chair.
 - b. Individual Publication Committee members may serve in one or multiple Committee sub-groups.
5. Finances
- a. The Chair will submit an annual budget for the Publication Committee which reflects reasonable requests and anticipated expenses.
 - b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
 - c. The Publication Committee chair and/or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 5-10 hours / month

Qualifications

Publication Committee members must be current members of the Home Health Section. It is preferred that members are actively working in home care and have exceptional writing and organizational skills.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

In collaboration with the Publication Board Liaison, the Executive Director, and members of the Publication Committee, the Chair regularly reviews and maintains the following documents and policies:

1. Publication Committee job description
2. Publication Committee Annual budget
3. Strategic plan items applicable to Publication Committee
4. Publication Production Schedule
5. Guideline documents for writers/contributors to the Section publication

Home Health Section – APTA

JOB DESCRIPTION

Title: Chair, Research Committee

Term: Three (3) Years. Appointed by Home Health Section Executive Committee

Reports to: Vice President (Board Liaison), Board of Directors and Executive Committee as requested.

Purpose

The Research Committee's purpose is to foster home-care related research of interest to physical therapists and physical therapist assistants, and to facilitate access and use of relevant research by home health physical therapists.

Composition

Research Committee chair may designate leaders of sub-committees as he/she deems necessary to facilitate the work of the Research Committee. Committee members and the chair are appointed by the Home Health Section Executive Committee.

Key Responsibilities

1. Meetings
 - a. The Chair will arrange, coordinate and preside over all Practice Committee meetings as scheduled by the chair.
 - b. Committee members will participate in group meetings and notify the chair of meetings they are unable to attend.
 - c. Members failing to attend three sequential group meetings without notice to the Chair are subject to removal from the Committee by the Research Committee Chair.
 - d. The Chair will arrange for the recording of group meeting minutes or notes and forward these to the Section Secretary and Executive Director.
2. Communications
 - a. The Chair will provide a written report prior to each Board meeting on all activities of the Committee since the last meeting.
 - b. The Chair will provide a written report summarizing the Committee's activities annually to the Section membership.
 - c. The Chair will orient his/her successor to all relevant Committee activities and procedures.
3. Duties
 - a. The Chair will ensure an adequate number of volunteer members to conduct the business of the Committee.
 - b. Review and recommend submitted abstracts to the Programming Chair for section programming at annual Combined Sections Meeting.
 - c. Monitor industry-related research and post various topics of interest to the section listserv once weekly.
 - d. Compose Research Corner for quarterly section newsletter and submit to publication committee according to established deadline.
 - e. Identify, approve, and coordinate funding for research in home health clinical practice as outlined in the Home Health Section Research Grant Program document.
 - f. Attend Research Chair meeting at Combined Sections Meeting (chair only).

- g. Serve as a resource on home health research by connecting interested section members to information and contacts.
 - h. Review Case Report submissions and collaborate with authors to produce publication-worthy Case Reports as appropriate.
 - i. Committee members will participate by forwarding items of research interest to the chair for posting consideration.
 - j. Chair will utilize skills, contacts, and resources of committee members to connect section members with information related to research.
4. Sub-committees & Task Forces
- a. The Section Executive Committee may create sub-committees or task forces assigned under the Research Committee as needed or at the request of the Chair.
 - b. Individual Research Committee members may serve in one or multiple Committee sub-groups.
5. Finances
- a. The Chair will submit an annual budget for the Research Committee which reflects reasonable requests and anticipated expenses.
 - b. The Chair will submit to the Executive Director, an itemized report of expenses of reimbursement per the Section financial guidelines.
 - c. The Research Committee chair and or committee members are funded by the Section to meetings as prescribed in the Section's reimbursement policies, current budget, and current meeting schedule.

Time Commitment: 15-20 hours / month for chair; 4-6 hours / month for committee members.

Qualifications

Research Committee members must be current members of the Home Health Section. It is preferred that members are knowledgeable of common research methodology and research review. Committee members should demonstrate interest in review of home health related research, basic computer skills, and be actively working or participating in home health care

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director. The Chair is oriented and trained by the out-going Chair, when applicable. Additional training and orientation is available from both the Section Executive Director and Vice President (Board Liaison) and these individuals are available on an ongoing basis to answer questions and provide assistance as needed. The Chair is expected to orient and training committee members.

Benefits

Committee members benefit from networking and relationships established as a part of volunteer service. Their engagement with their peers and content experts also provides opportunities for additional learning and increased expertise in their profession. Some travel reimbursement to meetings and conferences is also provided by the Home Health Section. Service to the professional also enhances opportunities for individual recognition as a content expert.

Key Documents

In collaboration with the Publication Board Liaison, the Executive Director, and members of the Publication Committee, the Chair regularly reviews and maintains the following documents and policies:

- 1. Research job description
- 2. Research Committee Annual budget

3. Strategic plan items applicable to Research Committee
4. Home Health Research Grant requirements and review procedures
5. Case Report submission and review procedures

Home Health Section – APTA

JOB DESCRIPTION

Title: Bylaws Task Force Chair

Term: One (1) year or less. Appointed by the Executive Committee.

Reports to: Executive Committee and the Members of the Section. The Executive Director serves as liaison to the Bylaws Task Force Chair.

Purpose

The Bylaws Chair is appointed on an as-needed basis to ensure that the Home Health Section Bylaws are in compliance with APTA Bylaws and to facilitate the amending of the Section Bylaws as the need arises.

Composition

The Section Executive Committee appoints the Bylaws Chair and members to the Bylaws Task Force.

Key Responsibilities

1. Meetings
 - a. In collaboration with the Section Executive Director, prepare Bylaw amendments for presentation to the Section Executive Committee for review and approval.
 - b. The Chair will arrange, coordinate and preside over all Practice Committee meetings as scheduled by the chair.
 - c. In cooperation with the Section Executive Director and Executive Committee, present Bylaw amendments to members as requested by the Executive Committee.
2. Communications
 - a. In collaboration with the Bylaws Task Force, prepare written support statements for Bylaw Amendments.
 - b. Request Bylaws review by APTA and the APTA Parliamentarian in accordance with APTA Bylaws review schedule.
 - c. Prepare final Bylaw Amendments and support statements for final publication for member review and voting. Respond to member questions and comments as needed.
 - d. Request assistance and support as needed from the Executive Committee liaison.
3. Duties
 - a. Prepare Bylaw Amendments for review and approval by the Bylaws Task Force, Executive Committee, and members.
 - b. Preside over and coordinate all meetings and conference calls of the Bylaws Task Force.
 - c. Report activities of the Bylaws Task Force to the Executive Committee and Board of Directors as requested.
 - d. Upon completion of voting on Bylaw Amendments, prepare a final, updated version of the Section Bylaws.
4. Resources
 - a. APTA Component Services and the APTA Parliamentarian provide assistance related to language development and compliance for Bylaws.

- b. The Home Health Section Executive Director can provide assistance with Bylaws development and location of key documents and model language.

Time Commitment: 5-10 hours / month for a period of approximately 6 months.

Qualifications

Familiarity with the Bylaws amendment process and APTA House of Delegates operation is essential. It is preferred that the Bylaws Task Force Chair have prior experience serving in the House of Delegates and prior experience serving as a Bylaws Committee member or chair for an APTA component.

Support Provided

The Section is primarily a volunteer-based organization, with some support from a part-time Executive Director.

Key Documents

1. Bylaws Task Force Chair Job Description
2. Home Health Section Bylaws
3. APTA Section Model Bylaws
4. Home Health Section Policies & Procedures Manual