

## Board of Directors

Dan Gray, Chairman  
Patrick Chaing, Vice-Chair  
Jon-Michael Rosch, Secretary  
Tom Rowe, Treasurer  
Dara L. Aldridge  
Maiko Ashby  
Emily Chiang  
Jennifer Judelsohn  
Angie Lathrop  
Jennifer McGarey  
Douglas Robinson  
James Ross  
Sue Zywokarte

## For the sake of what?

*Does this move us in the direction of our mission?*

*Is this the best use of resources?*

*Is this the direction we said we want to go?*

## Our Mission:

Pathway Homes embodies the spirit of recovery: embracing an attitude of hope, self-determination and partnering with each individual on their personal journey toward achieving self-fulfillment and realizing their dreams.

We fulfill our mission by making available to individuals with mental illness and co-occurring disabilities a variety of non-time-limited housing and services to enable them to realize their individual potential.

## PATHWAY HOMES, INC.

### Board of Directors

Monday, July 10, 2017  
7:00 P.M.  
10201 Fairfax Blvd., Ste. 200  
Fairfax, VA 22030-2209



- 6:30 Social Half-hour
- 7:00 Closed Session
- 7:30 Call to Order
- 7:35 Approval of Minutes of Meeting April 10, 2017\*
- 7:40 CEO's Report – Dr. Sylisa Lambert-Woodard
- 7:45 Treasurer's Report - Brenda Brennan
- 7:50 Chairperson's Report and Comments
- 7:55 Committee Reports
  - 1. Philanthropy Committee—Jennifer Judelsohn
  - 2. Board Development—Patrick Chaing
  - 3. Advocacy Committee—Angie Lathrop
- 8:15 Old Business
- 8:20 New Business
  - 1. Proposed Policy Revisions
    - A. Alcohol and Other Drug Awareness Program
    - B. Code of Ethics and Conflict of Interest
    - C. Employee Recognition
    - D. Information Technology Systems
    - E. Licensure Supervision
    - F. Telework
    - G. Telework Agreement
- 8:55 Announcements
- 9:00 Adjournment

\* Materials Enclosed in Packet

## ADDENDUM TO BOARD AGENDA

July 10, 2017

Pathway Homes has experienced one of its most challenging quarters. As a result of the county re bidding our sole source contract, the agency will be experiencing a loss of funding and programmatic redesign. The leadership of the agency has been tireless, cohesive and resolute to make necessary changes to ensure the agency is solvent, viable, and competitive for further bids. We remain actively involved in risk assessment and defining advocacy strategies for the future. We are proud to have the support of so many county agencies during this time who have publicly validated our partnership in the community. I have included the addendum of quarterly highlights for your review. We will begin our meeting *closed*, to provide greater detail to agency changes. I look forward to answering any questions at our upcoming board meeting!

### Board Matters:

- The Philanthropy Committee Report- Jennifer Judelsohn, Treasurer's Report- Brenda Brennan, Board Development report- Patrick Chaing, and Advocacy Report- Angie Lathrop are provided as attachments. Please review these reports before the meeting; any questions or clarifications will be addressed during the meeting.

- *RFP response for sole source contract and additional services:*

Pathway Homes responded to a Health Planning Region (HPR) II RFP for housing and services. This continuum of housing and support within the Supervised Residential Program would have provided two service levels based on the assessed needs of the residents. The more structured level proposed, and referred to as Supervised Residential Intensive (SRI) program would have consisted of 3 independent homes. The more independent level proposed, and referred to as Supervised Residential (SR) program, would have consisted of scattered site 3-bedroom homes/townhomes. The proposed budget for this project was submitted at \$1,145,135 for the Supervised Residential Intensive response, and \$780,536 for the Supported Residential Services. **Pathways was not awarded these projects.** These projects included the renewal of our sole source contracts and were awarded to two other vendors.

Thus, Pathways has **lost revenue of \$2,729,748. This is a significant loss for the agency.** The agency will be effected by needing to transfer Calamo & Terry, transfer many direct services no longer funded to selected vendors, and has engaged in layoffs for many of our staff. The SHOP program was not an original component of this RFP; however, the direct services for this project was transitioned to a new vendor, as well.

Due to this revenue loss, over the next fiscal year we will not be able to offer merit increments, eliminated our TSA discretionary employer match, and placed a hold on tuition reimbursements. Finally, salary reductions were implemented to ensure continued operations of the agency, while we rebuild. The Board Chair was immediately notified of this event, and Officers of the Board met on 6/19/17 to be briefed on the significance of this revenue loss for the agency, and current negotiations.

On 6/23/19, Pathways met with senior leadership of Fairfax County in response to an impact statement we had written in regards to our SPC 1,9, and 10 projects that were financially compromised due to the counties failure to honor its prior commitment. Pathways was prepared to return \$1.77 mil in federal subsidies because of the counties failure to fund administrative costs. This could have resulted in a significant crisis of homelessness due grants being dedicated to paying consumer rents. Because of our request, Pathways was granted two direct payments in support of the county's Continuum of Care partnership by July 1, 2017:

1. One payment of **\$267,169** was made in support of the following CoC projects:

- a. DHCD/Pathway Homes, Shelter Plus Care #1
- b. DHCD/Pathway Homes, Shelter Plus Care #9
- c. DCHD/Pathway Homes, Shelter Plus Care #10

2. One payment of **\$155,146** was made in support of the following CoC projects:

- a. 1991 PH SHP
- b. 1991 CRS/PH SHP
- c. 1994 CRS/PH/PRS SHP
- d. 1995 CRS/PH/PRS SHP

- Due to the remaining funding loss, Pathways has developed talking points for future advocacy:

Pathways will no longer be able to serve up to 91 of its Medicaid uninsured consumers.

Our SHOP/sole source contract was not advertised in a recent RFP, but was awarded to two other non- profits under this RFP. PRS being one that acknowledged they did not apply for this contract but was asked by the CSB to provide services, and the other award was awarded to Gateway Homes, a nonprofit who has never served chronically homeless in Fairfax County.

Pathways bid \$41.50 per hour for this service. Typically, consumers are seen 1-2 hours per week totaling \$83.00 per consumer for a typical unit. The other two nonprofits were given an additional opportunity to bid, that Pathway Homes was not afforded, and they bid \$81.00. Therefore, the County awarded this grant to two nonprofits for a \$2.00 per consumer savings that Pathways could have provided if asked for \$75.00 per unit.

Pathway Homes requested justification of decision and was provided only strengths and weaknesses of our proposal (see attached).

Pathways concern is for the lack of regard for consumer choice for the continued option to receive services that have resulted in such personal benefit to consumers and community for over 25 years!

Pathways is a recovery based agency, that feels the consumers voice is the most important voice in the room! Many of the consumers we serve are confused, upset and want to remain with Pathways. Because of "their" request to remain with Pathways we are here (consumers, family members, and Concerned Fairfax have requested to be present to advocate for consumer's right for greater provider choice).

- Pathway Home's voluntarily ended the Behavioral Health Deployed Contract as of June 30, 2017, that had one additional year of renewal. This will result **in lost revenue of \$327,493**. This contract yielded, no positive margins for the agency, and resulted in agency staff being hired by the CSB. The decision was made to focus on our internal rebuilding and retention.
- Pathway Homes responded to a RFP from Fairfax Department of Housing and Community Development (DHCD) in the amount of **\$1,766,765** to purchase eleven (11) one-bedroom condos within Fairfax County, primarily in the areas of Annandale/Falls Church and Alexandria. This project will serve 11 precariously housed individuals with mental illness and/or co-occurring disabilities who have incomes at or below 30 percent adjusted monthly income (AMI). Currently 6 condos have been purchased, 3 are under contract, to close by 7/17/17, and two pending purchase.
- ***New grant:***  
The VA Department of Behavioral Health and Developmental Services (DBDHS) submitted a request for carry over from FY15-16 funds from the Substance Abuse and Mental Health Services Administration's (SAMHSA's) Cooperative Agreements to Benefit Homeless Individual (CABHI) programs that help people with behavioral health issues find housing and supportive services. CABHI funds can be used for a broad range of positions & purposes. Pathway Homes was *invited* to respond to up to 1.4 million in additional funding to provide these services in the Northern VA region. *Pathways was awarded \$174,000 to provided supportive services for 10 new consumers through this grant.*
- Pathway Homes was the recipient of thirteen (13) HUD Homeless Assistance new and renewal grant awards totaling **\$5,181,471**. These grants fund our Supportive Housing Program and Shelter Plus Care (now called Leasing and Rental Assistance) projects serving 251 individuals. The most recent, 2015 SHP, **has currently placed 22 of 22 individuals** who have be placed at the newly acquired Huntington Gardens apartments that were secured through partnership with Christian Relief Services. The total amount of HUD assistance our Fairfax-Falls Church Continuum of Care (CoC) receives is \$8,291,071.
- Updates on three (3) Pathways Consolidated Community Funding Pool (CCFP) FY 2017-18, awards include:
  1. Pathways requested \$318,564 over two years to serve 28 homeless high-risk individuals with serious mental illnesses and co-occurring substance use disorders who require highly intensive supportive services *long-term* in order to maintain stability in the community. **Pathway Homes was awarded \$132,558 for FY17 and \$128,137 for FY18. Pathways has served all 28 of the targeted population so far this year.**
  2. **We've moved in!** Pathway Homes was awarded \$34,112 for FY17, and \$32,974 for FY18 to serve 3 individuals currently residing in our Stevenson

**Place ALF. Pathway Homes successfully renegotiated with the CSB to repurpose West Ox II** to house these individuals since we were not awarded the requested acquisition funds to buy a house for this purpose. Individuals originally housed in West Ox II facility will be provided newly acquired and/or existing Pathways housing. Pathway Homes has signed the contract by the County reinstating this home for our use. It appears all outstanding issues related to this home's renovation have been resolved. *However, we are still awaiting formal communication related to this matter from our insurance carrier.*

3. 50 homeless, high-risk individuals with serious mental illnesses and/or co-occurring substance use disorders that require highly intensive supportive services in order to become self-sufficient and access and maintain stable permanent housing in the community. **Pathway Homes was awarded \$186,622 for FY17 and \$180,393 for FY18. Pathway Homes has served a total of 50 of this targeted population.**
- **Award increase!** Pathways Homes' *first* regional Department of Behavioral Health and Developmental Services (DBHDS) award to serve 31 individuals in Fairfax County, Prince William, and Alexandria City is fully occupied and operational! The contract award for \$1,407,576 (2-year period), has resulted in an award of: 18 beds- Fairfax, 10 beds- Prince William, and 7 beds- Alexandria. This contract began on 3/1/16, and was 100% occupied by 8/31/16, one month earlier than projected. Due to the success of this project DBHDS increased our budget 25% (an additional \$177,000) to serve 10 additional individuals in Prince William. The new total served will be 47 beds in the Northern Virginia region.
  - Pathway Homes was awarded \$125,000 by the Potomac Health Foundation for 3 years to continue our service expansion into Prince William County. These funds are being used to lease 2 1-bedroom, and 1 2-bedroom units (total of 4 new individuals served) in Prince William County. We have hired a PT RN Nurse and have hired a .25 FTE (full time equivalent) MHCII (Mental Health Counselor II) to enhance our integrated healthcare and supportive service needs to those being served with serious mental illnesses.
  - Pathways Celebrated Diversity at our 29<sup>th</sup> annual summer cookout on 5/29/17 at Nottoway Park in Vienna, VA. This year the event was held on a Friday. We were pleased with the attendance and the commitment from staff, board and friends who made this event a great success!



# County of Fairfax, Virginia

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To protect and enrich the quality of life for the people, neighborhoods and diverse communities of Fairfax County

**SENT VIA EMAIL ON JUNE 7, 2017, TO THE ATTENTION OF SYLISA LAMBERT-WOODARD**

Pathway Homes, Inc.  
10201 Fairfax Blvd, Ste. 200  
Fairfax, VA 22030

Attention: Sylisa Lambert-Woodard, EdD, LCSW, LSATP, MAC, CEO

Reference: RFP2000002064, Residential Treatment Services

Dear Ms. Lambert-Woodard:

Attached is the written debriefing your organization requested regarding the strength and weaknesses of your proposal submitted for the Request for Proposal referenced above.

If you have any questions, please contact me via email at: [linda.williams@fairfaxcounty.gov](mailto:linda.williams@fairfaxcounty.gov) or telephone at: 703-324-8427.

Sincerely,

Linda Williams, CPPB  
Contract Specialist II

**RFP2000002064, Residential Treatment Services  
Pathway Homes, Inc.**

**Supervised Residential Services Proposal:**

**Demonstrated Qualifications**

Strengths –

1. The proposal demonstrated 35+ year experience with SMI population
2. The proposal included discussion of the organization’s CARF Accreditation
3. The proposal included letters of recommendation that detailed the experience of the organization

Weakness -

1. The proposal did not fully demonstrate experience with crisis interventions to reduce hospitalizations.
2. The proposal’s presentation of licensing qualifications was confusing. The proposal stated the organization currently provides Supervised Residential Services but also stated that they had recently applied for a license to provide the same service.
3. The proposal appeared to identify only a portion of the key staff that would be involved in the service and did not present their qualifications well.

**Technical Approach**

Strengths –

1. The proposal demonstrated an understanding of the differing needs within the population receiving this level of care and included both intensive and less intensive services
2. The proposal contained good performance measures

Weaknesses –

1. The proposal focused on housing and did not provide detailed information on the services to be provided. The work plan was inadequate and did not contain detail.
2. The proposal’s staffing plan was inadequate in terms of the number of staff provided and the clarification response conflicted with the original proposal
3. Information in the proposal was repeated throughout the proposal

**Cost (Overall reasonableness of service cost and use of funding sources in addition to contract funding)**

Strengths –

1. The budget forms included in the cost proposal were complete

Weaknesses –

1. The cost proposal did not appear to include some key costs associated with the service (for example: transportation, food)
2. The cost proposal's estimated revenue from other sources was lower than expected

**Supportive Residential Services Proposal:**

**Demonstrated Qualifications**

Strengths –

1. The proposal demonstrated 35+ year experience with SMI population
2. The proposal included discussion of the organization's CARF Accreditation
3. The proposal included letters of recommendation that detailed the experience of the organization
4. The proposal demonstrated an appropriate licensure for the service proposed

Weakness -

1. The proposal appeared to identify only a portion of the key staff that would be involved in the service and did not present their qualifications well.

**Technical Approach**

Strengths –

1. The proposal's staffing plan was adequate in terms of the number of staff provided
2. The proposal contained good performance measures

Weaknesses –

1. The work plan and service description were inadequate and did not contain enough detail to evaluate the service proposed.

**Cost (Overall reasonableness of service cost and use of funding sources in addition to contract funding)**

Strengths –

1. The budget forms included in the cost proposal were complete and the proposal was rated marginally reasonable.

Weaknesses –

1. The cost proposal's estimated revenue from other sources was lower than expected.



**PATHWAY HOMES, INC.**  
Minutes of the Quarterly Meeting of the  
Board of Directors  
April 10, 2017

The semi-annual meeting of the Board of Directors was held on April 10, 2017. A quorum being present, the meeting was called to order at 7:09 p.m. by Chair, Daniel Gray. The following individuals were present and participated throughout the meeting:

**MEMBERS**

Dan Gray, Chair  
Patrick Chaing, Vice Chair  
Tom Rowe, Treasurer  
Jon-Michael Rosch, Secretary  
Dara L. Aldridge  
Maiko Ashby  
Emily Chiang  
Jennifer McGarey  
James Ross  
Sue Zywockarte

**STAFF**

Sylisa Lambert-Woodard, President & CEO  
Brenda F. Brennan, CFO  
Eleanor Vincent, COO  
Anna Smith, Director of Development and  
Major Gifts  
  
Lauren Leventhal, IT and QA Manager

The following individuals notified the office or other Board Members that they would not be present for this meeting: Jennifer Judelson, Angie Lathrop, and Douglas Robinson

Also in attendance through the presentation portion of the meeting were Karan Estill and Kevin Anderson.

**PRESENTATION**

**His own story**

Kevin Anderson

Mr. Anderson was introduced by Sylisa as a Pathways resident and member of the Consumer Advisory Council. He spoke about his story of being homeless with mental illness and his road to recovery. Dan Gray expressed the Board's appreciation for sharing his story.

**MINUTES**

Dan Gray called for a motion to approve the minutes from January 9, 2017 as presented. Jim Ross made a motion to approve, which was seconded by Patrick Chaing and approved unanimously.

## **CEO Report** – Dr. Sylisa Lambert-Woodard

Sylisa's report was previously distributed to the Board in their packet (enclosed in the Board minutes book), and she had no additional updates. Jennifer McGarey asked how advocacy works while Fairfax County is in budget season. Sylisa responded that Pathways follows the CSB to see where their priorities are, Pathways does not testify since we are a vendor, and Pathways quiets advocacy in the region while waiting for contracts to be awarded so as not to potentially give a bad impression.

Sylisa provided additional information on the administration's priorities:

- Seem to be downsizing Community Development Block Grant (CDBG) and HOME funding. Pathways depends on these for acquisition, so this could significantly impact expansion.
- Fairfax has frozen homeless vouchers effective the beginning of April.
- Scaling back related to CSB priorities. Needing to diversity funding (such as contracts with Potomac Health and the Department of Behavioral Health and Developmental Services (DBHDS)).
- It is important for Pathways to be smart about growth and vacancies.

## **TREASURER'S REPORT** – Brenda Brennan

The Treasurer's Report was distributed prior to the meeting (enclosed in the Board minutes book). There was a \$4,200 premium increase on life insurance across the entire agency.

## **CHAIRPERSON'S REPORT AND COMMENTS** – Dan Gray

Dan recognized that the committees have been very busy since the last Board meeting, and he decided to move on to committee reports.

## **PHILANTHROPY COMMITTEE REPORT** – Sue Zywokarte

In addition to the written Philanthropy Committee Report (enclosed in the Board minutes book), the committee noted the following:

- Krafft Service Corp. is underwriting the breakfast (\$5,000) so all donations are proceeds
- Thanks to all Board members for helping to fill tables. The goal is to fill 25 tables; Anna estimates there are 17 filled now. The final deadline is May 5<sup>th</sup>, so everyone is encouraged to continue to recruit people.
- Anna has developed a partnership with Fannie Mae which will make Pathways their Virginia partner. We hope to hear more about in the near future. They will be volunteering at Seven Oaks on May 9<sup>th</sup>; Anna will send invites to the Board.

- The Philanthropy committee recognized Dara Aldridge for going above and beyond in her work recruiting and spreading the word about the Help the Homeless walk. Dara was presented with a certificate.

### **ADVOCACY** – Sue Zywokarte

In addition to the written Advocacy Committee Report (enclosed in the Board minutes book), the committee noted the following:

- For the breakfast there are 3 confirmed Fairfax city council members in addition to the mayor. There are 3 confirmed state representatives and 1 tentative. Fairfax Supervisor Cook has confirmed, and a supervisor from Woodbridge as well.
- Sue briefly discussed her experience on the advocacy trip to Richmond with the Consumer Advisory Council in January. She said that the consumers were very enthusiastic; Angie was also in attendance, and they represented Pathways during the housing coalition day.

There was discussion among the Board about various avenues to speak about upcoming bills; Sylisa mentioned that there are approximately 6 pieces of pending legislation annually that impact Pathway Homes. The Virginia Association of Community-Based Providers (VACBP) tracks these. Jim also mentioned that NAMI sends emails discussing upcoming legislation.

### **PERSONNEL PRACTICES** – Jim Ross

The Personnel Practices Committee met prior to the meeting. Two revisions were distributed related to the policies up for review. Jim announced that the Personnel Practices Committee supported the proposed policies as revised.

Dan called for a motion to accept the recommendations of the Personnel Practices Committee and adopt the HUD policy as revised. A motion was made by Jim Ross and seconded by Dara Aldridge. The policy was approved unanimously.

Dan called for a motion to accept the recommendations of the Personnel Practices Committee and adopt the Social Media policy as proposed. A motion was made by Tom Rowe and seconded by Sue Zywokarte. The policy was approved unanimously.

Dan called for a motion to accept the recommendations of the Personnel Practices Committee and adopt the News Media Relations policy as proposed. A motion was made by Tom Rowe and seconded by Jim Ross. The policy was approved unanimously.

Dan called for a motion to accept the recommendations of the Personnel Practices Committee and adopt the Succession Planning policy as proposed. However, it was noted that the ByLaws also discuss succession planning, and the Board would have additional discussions about this in the future. A motion was made by Tom Rowe and seconded by Sue Zywokarte. The policy was approved unanimously.

**OLD BUSINESS** –

None

**NEW BUSINESS** – –

None

**ANNOUNCEMENTS** –

The cookout is May 19<sup>th</sup> from noon until 3p.m. at Nottoway Park.

**ADJOURNMENT**

There being no further business, Jim made a motion to adjourn the meeting. This was seconded by Sue and unanimously approved by the Board.

The meeting was adjourned at 8:25 p.m.

Respectfully submitted,

TREASURER'S REPORT-July 2017  
Brenda Brennan, Chief Financial Officer

Pathways Living, Inc. has renewed the one year Housing Assistance Payment Contract (HAP) with the U.S. Department of Housing and Urban Development (HUD), effective July 1, 2017 with a rent increase of 2%. Monthly, the cumulative contract rents will increase by \$167. This HAP contract supports the six homes at 6215 Pioneer, 5626 Sheldon, 2201/2203 Huntington and 2303/2305 Mary Baldwin.

Project Rental Assistance Contracts (PRACs) for Pathway Visions effective August 1, 2017 and Pathway Options effective September 24, 2017 have been submitted to HUD and we are awaiting finalized contracts for one year renewals.

The Fiscal Year 2017 Financial and Compliance Audit planning meeting with CohnReznick occurred on Monday, June 19. We reviewed the scope of the audit and included a discussion on significant events that have occurred during the Fiscal Year. Proposed fees and time lines were also discussed during this meeting and this year the audit fees will remain at the FY2016 rates.

Sylisa Lambert-Woodard, Brenda Brennan, Kristina McCullough and Sakin Mire were present from Pathway Homes. From CohnReznick; Micki Lin, Greg Rogers and Chris Griffin were in attendance. The audit field work is scheduled to begin on Monday, July 24 and continue through August 18.

The Tax Sheltered Annuity Audit (TSA) conducted by CohnReznick will take place during the week of July 17 through July 21, 2017. The fee will remain at the same rate as FY2016.

Walter Elmore, Customer Representative from the Office of Community Planning and Development at HUD, conducted an onsite monitoring review of the SHP2009 grant for the period 11/01/2015-10/31/2016 on June 13-14, 2017. No instances of non-compliance or recommendations were provided during the exit conference. We are awaiting the final report from the site visit.

All insurance policies; Director and Officer's, Crime, Worker's Compensation, Vehicle, Professional and General Liability renewed effective July 1, 2017.

July 3, 2017 - Philanthropic Report –4th Quarter FY17

July 1, 2016 through June 30, 2017

Committee Members: Jennifer Judelsohn, Chair, Patrick Chaing, Douglas Robinson and Sue Zywokarte  
Staff: Sylisa Lambert-Woodard, Anna Smith

- Financial Contribution Total YTD \$406,683– **FY17 Goal \$288,000**
  - Campaign Updates:
    - *Help The Homeless*: YTD \$55,856– **FY17 Goal \$50,000**
    - *Holiday Wish List*: YTD \$11,195 – **FY17 Goal \$10,950**
    - *Steps to Pathways Breakfast*: YTD \$45,347 – **FY17 Goal \$50,000**
    - *Other*: YTD \$77,709 **FY17 Goal \$31,000**
  - Grant Update: YTD \$216,577- **FY17 Goal \$200,000**
  - Upcoming Philanthropic Events
    - Summer of the Arts Exhibit – June 27, 2017 through July 23, 2017 – Unitarian-Universalist Church, 1625 Wiehle Avenue, Reston – See attached flyer for more details
  - **Thank you to those Board Members who supported the May 11, 2017 Steps to Pathways Breakfast**
    - 174 attendees
    - Total amount raised in payments and pledges: \$157,560
    - Amount received during campaign April-June: \$27,729
    - New pledges committed: \$58,525
    - Renewed pledges - \$71,305
    - Special thank you to the team of Jennifer Judelsohn, David Stearman and Dara Aldridge for filling four tables; Emily Chiang and Lorene Schlaffer for filling two tables; Sue Zywokarte for filling a table and a half with local officials; and Jon-Michael for filling a table with Prince William representatives. Also, thank you to Dan Gray and Patrick Chaing for emceeding the breakfast.
  - **Thank you to Jennifer Judelsohn for curating the 2017 Summer of the Arts Exhibit—It looks beautiful**

PATHWAY HOMES PROUDLY PRESENTS

# Summer of the Arts 2017

Join us in celebrating the success and talents of Pathway Homes' resident artists at our fourth annual

## *Summer of the Arts Exhibit*

**EXHIBIT DATES: JUNE 27<sup>th</sup> THROUGH JULY 23<sup>rd</sup>**

**UNITARIAN UNIVERSALIST CHURCH in RESTON**

1625 WIEHLE AVENUE  
RESTON, VA

*The church's hours are: Mondays, Wednesdays, and Fridays 10 a.m. - 3 p.m.;  
Tuesdays 1 p.m. - 6 p.m.; Closed Thursdays.*

*Hours may vary, we recommend calling the church office at 703-956-9155 before you visit.*

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**VISIT [PATHWAYHOMES.ORG](http://PATHWAYHOMES.ORG) FOR DETAILS AND MORE INFORMATION**

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Artists tell stories of both heartbreak and triumph in powerful and moving ways. Pathway Homes residents use art to express their journey to recovery from mental illness. We invite you to explore the messages of courage and determination presented through art. Many artists will be offering their works for sale.

You may support our resident artists by purchasing their stunning pieces of art at reasonable price.

*Summer of the Arts* honors Karen Free, a long-time resident of Pathway Homes and accomplished artist, who passed away in 2011. In memory of Karen's love of art and culture, the Free family established the **Karen Free Art and Recreation Recovery Fund** to spur cultural awareness and expand artistic opportunities for residents of Pathway Homes.



**July 3, 2017 – Board Development Report –4th Quarter - FY2017**

Committee Members: Patrick Chaing, Committee Chair, Dan Gray, Jim Ross

Staff: Sylisa Lambert-Woodard, Anna Smith

The Board Development Committee met on Monday, June 19, 2017 along with members of the Executive Committee to receive a briefing from the board chair and Pathway Homes leadership team regarding significant changes to government contracts for FY18.



**Advocacy Committee Report  
July 10, 2017**

**Committee Members: Sue Zyworkarte, Angie Lathrop, Jennifer McKenzie  
Jennifer McGarey**

**Staff: Sylisa Lambert-Woodard and Eleanor Vincent**

The committee met to discuss the restructuring in the agency due to loss of the Community Service Board (CSB) contract. The focus of the discussion was how best to leverage the Board Advocacy Committee and the Consumer Advisory Council (CAC) in presenting an impact statement at the next CSB Board of Supervisors meeting in July. Sue will provide leadership to the CAC in this area.

The Board Advocacy Committee was also represented in the Family Group Meeting held on Wednesday, June 21, 2017. Also in attendance were members of the CAC and a representative from Concerned Fairfax.



**Policy:** Alcohol, Tobacco and Other Drug Awareness, Safety & Prevention in the Workplace  
**Section:** Personnel  
**Policy Date:** 01/01/1985  
**Date(s) Revised:** 10/14/2003, 3/21/2017  
**Number of Pages:** (2)

**Policy Number:** 2-A2  
**This Policy Applies to:**  
▶ The agency.

## PURPOSE

Pathway Homes is committed to maintaining a drug-free workplace and ensuring employees are provided with education concerning drug-free awareness and the dangers of drugs in the workplace and training on recognizing signs and symptoms of drug use; the harmful effects of substance use in the workplace; and resources available to employees to address substance use concerning drug-free awareness and the dangers of drugs in the workplace.

## POLICY

Pathway Homes prohibits the unlawful manufacture, distribution, dispensation, possession or use of controlled substances alcohol and/or illicit substances in the workplace and actions will be taken against employees for violation of such prohibition while performing work related duties. Use of licit substances (i.e over-the-counter medications (OTC), prescribed medications, vitamin, supplements, etc.) is permitted only when such use does not impair the individual from fully meeting the essential functions of their position. Smoking, vaping, e-cigarettes and any other use of tobacco products are prohibited indoors at any agency owned or operated property and are only authorized in designated outside areas.

## PROCEDURES

### Education

1. All agency staff are provided with educational facts regarding the dangers of drug abuse in the workplace and the agency policy of maintaining a drug-free workplace (see Alcohol and Other Drug Fact Sheet). All agency staff are required to sign the Drug-Free Workplace Certification as a condition of employment. All employees are required to sign the Drug-Free Workplace Certification as a condition of employment.

2. ~~All Pathway Homes staff are assessed on an individual basis by their supervisors regarding their level of alcohol and other drug awareness and their individual needs for further education and/or training in this area. They are provided such education and training as needed through the modalities of individual and group supervisory conferences, staff in-service training, and continuing education workshops and seminars in the professional community.~~ Employees will have access to information and training on substance use through: in-house trainings; on-line trainings through Relias; and through the availability of training funds to access educational resources in the community.
3. ~~In an ongoing manner all staff are made aware of continuing education opportunities in alcohol and other drug awareness, rehabilitation, and therapy. Training funds are budgeted and made available to all staff to avail themselves of these opportunities.~~ Employees will receive information on Employee Assistance Program (EAP) benefits as part of orientation.

#### **Drug Free Workplace – licit and illicit substances**

- 1 Employees are prohibited from the manufacture, distribution, dispensation, possession or use of alcohol and illicit substances in the workplace and/or while performing work related tasks. In rare circumstances, the CEO may authorize that alcohol can be made available at an agency event if doing so is in the best business interest of the agency (i.e. evening fundraiser)
- 2 Should a staff member be suspected of being under the influence of alcohol or drugs, the employee will immediately be removed from work related duties.
- 3 Should an employee be in possession of OTC and/or prescription medications, it is the employee's responsibility to ensure medications are safely secured and stored out of site while working or at any work related function.
- 4 Should an employee be using a medication (over-the-counter or prescribed) which has the potential to impair functioning (i.e. sedation, dizziness, etc.) it is the employee's responsibility to ensure that they are fully able to engage in the essential functions of their position while at work. Should the agency suspect that the employee's physical and/or cognitive functioning is impaired by an OTC or prescribed medication, the agency may request the employee use sick leave and/or may request a fitness for duty letter from a physician.



**Policy:** Code of Ethics and Conflict of Interest

**Section:** Organization

**Policy Date:** 01/01/1985

**Date(s) Revised:** 10/14/2003, 3/13/2006,

4/12/2010, 01/09/2017

**Number of Pages:** ~~67~~ **DRAFT REVISION**

**Policy Number:** 0-S1.d

**This Policy Applies to:**

► The agency.

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## PURPOSE

This Code of Ethics embodies standards of conduct for all employees, board members, contractors, interns, and volunteers of Pathway Homes. This code represents expected standards of ethical behavior in professional relationships with consumers, colleagues, employees, and with the community and society as a whole. Providing services is a public trust that requires integrity, compassion, respect for individual differences, a commitment to services, a sense of dedication to the tasks, and a belief in the dignity and worth of human beings. In subscribing to and abiding by this code, it is understood that Pathways views ethical responsibility in as inclusive a context as each situation demands, taking all the following principles into consideration, and choosing a course of action that is consistent with the spirit and intent of this code.

## POLICY

All employees, board members, contractors, interns and volunteers (herein referred to as "Representatives") shall adhere to the highest ethical and moral standards of behavior. All staff members, board members, and interns shall acknowledge in writing their understanding of and commitment to upholding the code of ethical behavior. This code applies to all persons conducting business on behalf of Pathway Homes, Inc. This code is not intended to cover all conceivable areas of ethical behavior, but instead, address the most commonly identified areas which require guidance. Any individual ~~unclear on~~requiring clarification about how the applicability of this policy applies to their position responsibilities or to work performed on behalf of Pathway Homes is responsible for immediately consulting with a supervisor or manager.

## PROCEDURE

In representing Pathway Homes and its interests, it is the responsibility of each ~~employee, board member, or agent~~Representative to act with integrity, competence, diligence, respect and in an ethical manner. The agency's Code of Ethics shall be reviewed and signed during orientation and

shall be reviewed with each individual at least annually. A copy of the Code of Ethics shall also be made available to all persons served by Pathway Homes.

#### Code of Ethics:

##### **Human Rights of Individuals Served.**

~~I-Representatives~~ regard it as ~~my-a~~ primary obligation to respect the human rights of each individual served.

(see *also Human Rights policy*).

##### **Respect for Diversity and Non-Discrimination.**

~~I-Representatives~~ will proactively seek to prevent and eliminate discrimination both within the organization and in the community. ~~I-Representatives~~ will promote and encourage respect for diversity. ~~I-Representatives~~ will actively work to expand choices and opportunities for consumers. ~~I-Representatives~~ will not discriminate on the basis of race, color, sex, sexual orientation, age, religion, national origin, marital status, political belief, mental or physical disability, or any other preference or personal characteristic, condition, or status.

(see also *Compliance with Title VI and VII of Civil Rights Act Policy*).

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##### **Professional Competence and Development.**

~~I-Representatives~~ shall perform only those functions for which ~~he or she is I-am~~ qualified by education, training or experience. ~~I-Representatives~~ agree to strive for personal and professional growth and ~~understand that I will be expected~~~~the expectation~~ to learn to perform new functions when reasonable. ~~RepresentativesI-~~understand ~~that I am expected~~~~the expectation~~ to keep current with emerging knowledge. ~~I-understand that I-Representatives~~ may delegate to a staff member only those responsibilities which that person can reasonably be expected to perform competently on the basis of his or her education, training and experience.

##### **Corporate Citizenship.**

Corporate Citizenship is defined as the agency's efforts, activities, and interests in integrating into, contributing to, and supporting the community in which it delivers services.

~~I~~ Representatives understand that the integrity of Pathway Homes and its services depends largely on the actions of all persons conducting business on behalf of the agency.

Representatives ~~I~~ understand ~~I am expected~~ the expectation to demonstrate corporate citizenship by contributing to Pathway Homes' efforts and activities ~~which that~~ support the community in which services are provided. Representatives further understand that ~~my~~ private conduct is a personal matter except when such conduct potentially compromises the fulfillment of ~~my~~ professional responsibilities.

**Privacy.**

Representatives shall protect and maintain confidentiality of all consumer information in compliance with Human Rights and the Health Information Portability and Accountability Act (HIPAA). If Representatives have access to private and potentially sensitive information about other employees or the agency, Representatives will maintain the confidentiality of such information and discuss this information only when it is a function of ~~my~~ position responsibilities. Representatives ~~I~~ will maintain the confidentiality of proprietary agency information.

**Conflict of Interest.**

Representatives will not engage in any activity, practice, or conduct that could reasonably be expected to conflict with the interests of the agency or stakeholders, or potentially impair ~~my~~ objectivity. ~~It is my responsibility~~ Representatives must ~~to~~ be cognizant of the potential for conflict when ~~I am~~ in a position to influence decisions that may result in a direct or indirect personal benefit.

Pathway Homes, Inc. expects employees, board members and agents to support and adhere to the highest standards of organizational ethics. Pathway Homes does not intend to restrict arbitrarily ~~an employee's~~ Representative's personal activities; rather, Pathway Homes wants to make it clear that no conflict of interest ~~should~~ exist that could conceivably influence ~~an employee~~ employee Representative's judgment in handling Pathway Homes' programs or that

might present an unfair advantage to donors, contributors, program recipients, vendors, suppliers and/or contractors.

All ~~of Pathway Homes' employees, board members and agents~~ Representatives of Pathway Homes have an ethical and legal responsibility to avoid any conflict between the interests of Pathway Homes and other charitable, business, or commercial interest that ~~employees or board members~~ they have as individuals. A conflict of interest exists when other charitable, business, or commercial interests compete with ~~employees'~~ a Representative's obligations to serve Pathway Homes' interests. Even the perception of a conflict of interest can cause harm to Pathway Homes and the ~~employee, board member, or agent~~ Representative involved.

#### Organizational Contracts.

No ~~employee, officer, board member, or agent~~ Representative shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the ~~employee, Board member, officer, or agency~~ Representative, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. ~~The officers, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements. Fundraising and marketing activities shall be limited to agency business.~~ The President and/or CEO, Chair, Vice Chair and/or other designee are the only authorized individuals to engage in or sign a contract obligating the organization into a contractual relationship.

#### Dual Relationships and Professional Relationships.:

##### *Consumers*

~~I-Representatives understand that I~~ may not engage in business or social relationships with persons served, their family members, or significant others beyond the expectations and scope of ~~my-the~~ my job, or that presents an actual or perceived conflict. ~~I understand that I-~~ am Representatives are prohibited from providing services to any consumers ~~with whom~~

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~~with whom they~~ have, or have had, a business, social, or intimate relationship ~~with. It is understood that such~~ relationships may compromise services or undermine ~~my~~ objectivity. ~~I~~ Representatives understand that self-help or other groups involving ~~self-self~~ disclosure may pose a conflict if a ~~staff member~~ Representative with direct influence over a consumer's services and the person served are both participants. ~~I~~ Representatives understand that should such a situation arise, it is ~~my~~ at their primary responsibility to consult with ~~my~~ their supervisor or member of the agency's Leadership Team to determine the most appropriate course of action. Such consultations will prioritize considerations for the consumer's needs, as balanced with those of the ~~staff member~~ Representative.

*Employees*

~~I~~ ~~It is understood and~~ Representatives understand that sexual relationships with ~~interns, students, employees, and~~ volunteers within ~~my~~ the supervisory chain of command are strictly prohibited. ~~It is also prohibited for Representatives me to hire, promote, or place are also prohibited from hiring, promoting, or placing in my~~ their direct supervisory chain ~~of~~ of ~~command any~~ members of my family family members, members of my household, household members or other ~~individuals~~ individuals with whom ~~I~~ they ~~they~~ have or have had an ~~extended and significant relationship with. I understand~~ Representatives understand that that non-Pathway Homes related business relationships with interns, students, employees, and volunteers within ~~my~~ the direct supervisory chain of command are strongly discouraged due to the potential for conflict, abuse, or exploitation. ~~I understand that w~~ When social relationships with employees within ~~my~~ the direct supervisory chain of command exist, it is the responsibility of the employee with greater authority to be aware of and responsive to the issues of equal access and equitable treatment for all supervisees. ~~I understand~~ Representatives understand that the professional relationship must ~~supereedes~~ supersede the social relationship. ~~I further understand that my~~ Representatives further understand that involvement in self-help or other self-disclosure groups with another employee within ~~my~~ the direct chain of command must be negotiated with the goal of maximizing benefit for both individuals. Management will make every effort to eliminate any potential or perceived conflict within the boundaries and scope of the employee's position.

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*Other Stakeholders*

~~I understand It is understood~~ Representatives understand that it is ~~my a~~ their primary responsibility to be cognizant of and responsive to the possibility of perceived or actual conflict in ~~my~~ relationships with other stakeholders ~~and - It is my responsibility to to~~ seek consultation when needed.

**Other Employment.**

~~I understand that I~~ Representatives understand that they may not use agency facilities, supplies, equipment or time to support other employment or business pursuits. ~~I~~ Representatives ~~am are~~ strictly forbidden from engaging in any other employment that may be perceived as ~~a conflict of interest or interfering with their ability to perform the essential function of their position.~~ ~~a conflict of interest or interferes with my ability to perform the essential functions of my job.~~ Representatives understand that it is their primary ~~I understand that it is my~~ responsibility to be cognizant of and responsive to potential conflicts between agency interests and other employment and to seek consultation when needed.

**Gifts, Monies and Gratuities.**

~~Officers, employees, and agents shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements of Pathway Homes. I understand~~ Representatives understand ~~that any gifts I received~~ from consumers, their family members or other stakeholders shall be discussed with ~~my a~~ supervisor in order to ensure that the gift is appropriate given the relationship between ~~the Representative myself~~ and the gift giver. Any gifts ~~that I choose to give~~ to consumers or other ~~employees~~ Representatives must be offered in such a manner as to ensure that there is no demonstration of favoritism or discrimination. ~~I understand that Further, any monies or gratuities from consumers, family members or other stakeholders as compensation or recognition for services may not be accepted. L~~ending money to consumers, family members or other stakeholders is not ~~an~~ accepted practice. ~~I understand that I~~ Representatives may never borrow money from consumers, their family members or other stakeholders.

**Business Practices.**

Pathway Homes strives to conduct its business in an ethical manner; any business practices, processes or actions that are deemed questionable may be brought to the attention of the Corporate Compliance Officer for review and thorough investigation.

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(see also *Corporate Compliance Policy*).

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**Solicitation and Personal Fundraising.**

Representatives shall not solicit, conduct personal fundraising, or distribute literature, including handbills, to employees, consumers, family members or other stakeholders during the work hours or on the work premises.

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**Personal and Business Property.**

Representatives shall respect and safeguard the personal property of the consumers, employees and other stakeholders, as well as the property of Pathway Homes, Inc. Representatives will not use agency property or equipment for purposes other than uses approved by the organization. Theft and destruction of property may be addressed by disciplinary action. Pathway Homes is not responsible for personal property that is not safeguarded or left unattended.

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**Witnessing of Documents.**

It is understood that Representatives shall not act as a witness to documents such as Power of Attorney, guardianship and advance directives without the expressed written approval by the CEO or designee. Employees are only authorized to countersign and witness documents directly related to their job duties, i.e lease agreements, release of information, service and treatment plans, etc.

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**Marketing.**

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Pathway Homes will conduct marketing practices in an honest and factual manner. Marketing materials and practices describing programs and services shall not mislead the public or misrepresent the agency's ability to provide services. Pathway Homes will not claim any service outcomes unless represented by valid and reliable outcome data.

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**Prohibition of Waste, Fraud, Abuse or Other Wrongdoing.**

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All employees are expected to act in accordance with agency policies and procedures, and other processes and directives as established by management. Willful falsification of records; unauthorized absenteeism; tardiness; theft or embezzlement; or other waste or abuse of materials, property, equipment or working time are not permitted.

*(see also Corporate Compliance Policy)*

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**Violations and Reporting.**

I understand that aAny conduct or activity that violates Pathways Homes' Code of Ethics must be immediately reported to a member of Pathway Homes Management Team. Any reported infractions of this Code will be investigated fully and may result in disciplinary action.

*(see also Disciplinary Action policy).*



**Policy:** Employee Recognition - new policy

**Policy Number:** 2-R1??

**Section:** Personnel

**Policy Date:** 04/08/02-03/21/17

**This Policy Applies to:**

**Date(s) Revised:** 04/10/2008

► The agency.

**Number of Pages:** (3)

(check service records policy for how to do dates)

## PURPOSE

Pathway Homes is committed to celebrating the outstanding accomplishments of employees.

## POLICY

Pathway Homes has a diverse recognition program which incorporates methods for celebrating smaller day-to-day positive professional experiences via “Kudos cards”, recognizing the “Employee of the Quarter”, awarding of “Annual Achievements Awards”, and celebrating milestones in length of service. The recognition program is coordinated by the Recognition Committee which is comprised of a representative sample of staff members and managers.

## PROCEDURE

The Recognition Committee is chaired by a member of Management Team, and include representatives from management and staff. Committee membership is voluntary and members serve for a term of one year. The committee is charged with overseeing the agency’s recognition program which culminates each year in a formal employee recognition event. Recognition activities throughout the year include:

**Kudos** – Kudos cards are available at all times for employees to write compliments, congratulatory comments and/or to offer thanks to other employees for acts both small and large which support the mission of the agency, contribute to positive team morale, provide support to a colleague and/or enhance the work environment. Completed Kudos cards are given to the recipient’s supervisor who then presents the card to the employee in a manner that allows the employee’s actions to be celebrated.

**Employee of the Quarter** – each quarter the Recognition Committee solicits nominations

from staff for an employee or team that exhibited one or more of the following criteria:

- ▶ Performing above and beyond the call of duty, providing extraordinary assistance to meet the needs of the agency.
- ▶ Positively representing Pathway Homes to the community.
- ▶ Exhibiting extraordinary professionalism which enhances the integrity of the organization.
- ▶ Moving Pathway Homes closer to the achievement of its stated Vision.
- ▶ Making a significant contribution to agency morale, building team-work, or enhancing spirit and pride.
- ▶ Demonstrating initiative, proactively addressing problems or realizing opportunities.

Only employees who are in good standing (not in a disciplinary status) are eligible for an award. Members of Leadership Team, volunteers, contract employees and relief staff are ineligible for the award. The Recognition Committee makes the final selection from all nominated candidates. Honorees are recognized publicly at the quarterly agency staff meeting and receive a framed certificate and a small monetary award and gift. Honorees names are added to the Employee of the Quarter plaque maintained in the main office and they are recognized in the Pathway Homes newsletter.

**Annual Achievement Awards** are awarded in 3 areas: (1) *Support & Teambuilding*, (2) *Mission in Action* and (3) *Visionary Service*. Once a year, the Recognition Committee solicits nominations from staff for employees or who have demonstrated outstanding service in one of the three recognition areas. Criteria for each award type is distributed as part of the solicitation to provide guidance on nominations.

Only employees who are in good standing (not in a disciplinary status) are eligible for award. Members of Leadership Team, volunteers, contract employees and relief staff are ineligible for the award. The Recognition Committee makes the final selections from all nominated candidates. Honorees are publically recognized at the annual staff recognition event and receive a framed certificate, monetary award and gift. Honorees names are added to the Annual Achievement Award plaque maintained in the main office and are recognized in the Pathway Homes newsletter.

**Service Recognition** - Employees are recognized for cumulative length of service in five year increments (five, ten, fifteen, etc.). Employees achieving a milestone service anniversary are publicly recognized at the Quarterly staff meeting following their anniversary date and receive a monetary award for each year of service. Employees are publically recognized at the annual recognition event and receive a framed certificate and gift. Honorees are also recognized in the Pathway Homes newsletter.



**Policy:** Information Technology Systems  
**Section:** Administration  
**Policy Date:** 07/11/2011  
**Date(s) Revised:** 04/08/2013; 07/10/2017  
**Number of Pages:** (9)

**Policy Number:** 1-I2  
**This Policy Applies to:**  
▶ The agency.

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## PURPOSE

To ensure the security, integrity, efficiency, and accuracy of the organization's information systems, to include clinical and accounting software, internet access, email, telephones, and facsimile machines.

## POLICY

Pathway Homes will maintain an information technology (IT) system, including hardware and software, which that is designed to meet IT and other information needs and requirements in a changing environment, and protect while protecting the confidentiality of protected health information.

## PROCEDURES

### A. Configuration

Pathway Homes maintains computerized systems that contain clinical, accounting, budget, communications, and other agency-related information and correspondence. These systems are networked to the a cloud-based server in the administrative office and/or other approved file storage solutions and are to be used intended for agency use only. Personal files are not to must not be stored on agency computers. File names should must never contain electronic personal identifying information (ePHI). All files are to be saved on the agency network and not on the hard drive of the user's computer to ensure the following:

1. File access is limited to appropriate staff;
2. Confidential data is securely stored and accessed;
3. File backups are made completed via the network; and
4. Virus protection is current Version history is retained.

### B. Purchases

Enhancements or changes to these systems are proposed as part of the capital budget each fiscal year. All purchases will be authorized by the President/Chief Executive Officer (CEO) or designee and executed by the Technology and Quality Assurance (QA) Manager.

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### C. Network Administration

1. *Maintenance and Technical Support:* Computer hardware and software are maintained by a contracted IT support provider in collaboration with the the Technology and QA Manager, and Pathways' Information Technology (IT) Consultant. All agency computers will be are subject to regularly scheduled maintenance checks to ensure all systems are up-to-date and running efficiently.
2. *Installing Software:* No one may install, download, or use software brought in from outside or online without consultation consulting with a supervisor and the the Technology and QA Manager and appropriate supervisory authorization. In addition, only the IT Support Provider or Technology and QA Manager and/or IT Consultant may uninstall software that is on Pathways computers, or cell phones, or other IT assets. Virus protection software will be installed on all computers.
3. *Care and Safety:* Staff will must take appropriate precautions to ensure that all hardware remains in good working order, for example, no food or drinks shall be placed on computer workstations or laptops; and staff will must log off at the end of each day. Additionally, Sstaff will must reboot computers at least once a week and will must immediately notify the Technology and QA Manager use the established agency IT support system to report of any computer or IT-related problems.
4. *Replacement cost:* Staff will be subject to assessed a replacement cost for damage to or loss of any computers, laptops, and cell phones, or other IT assets that is caused by a failure to take appropriate safety and security precautions referenced in # 3 above. Repeated loss of, or damage to said items may result in disciplinary action.
5. *Replacement process:* Staff will must notify their supervisor and the Technology and QA Manager immediately when when they become aware of damage or loss to of any Pathways computer, laptop, or cell phone, or other mobile device in their possession. Staff will be invoiced for the damaged or lost item and must pay the invoiced amount within 60 days or at termination of employment with Pathway Homes, whichever comes first. If a staff person locates a lost item and returns it in good working condition within 30 days of being invoiced, the payment, if already made, will be refunded in full. Failure to pay may result in disciplinary action, including termination.

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6. *Backup*: Complete file server backup will be done nightly onsite. Secondary nightly backup is conducted offsite through a credible vendor.
7. *Password Protection*: The network is password protected. Staff ~~will~~must take the following steps to ensure that their computers are adequately password protected:
  - Use strong passwords (combination of letters, numbers, and symbols);
  - Use password-protected screen savers that activate within 5 minutes of inactivity on the computer;
  - Do not write or store passwords in locations where others may have access to the passwords;
  - Avoid inadvertently sharing passwords with others; for example, do not type your password while someone else can see your keyboard;
  - Do not allow another individual to log in as you or use your computer when you are logged in.
  - Each individual must log in with his or her own unique username and password; and
  - When software can be configured to require users to change passwords at regular intervals, ~~each user will~~must retain the same password for no more than 90- days.

#### D. Agency Laptops

All agency laptops are to be ~~housed~~stored in a secure manner (e.g. locked filing cabinet; ~~not in cars~~) and are to be used strictly for agency ~~use~~business. No personal files are to be stored on laptops. In rare circumstances (e.g. no Internet access), Confidential information and files may be stored on laptops but not on removable storage media such as flash drives, etc., except in specified circumstances (see Removable Storage Media under section H: Security). Such information must be transferred to the agency's secure network as soon as the user has Internet access. To assist in protecting the data on laptops, ~~the following steps staff must~~will be taken:

1. Password-protect all laptops in the same way as desk top computers;
2. Ensure that ~~Pathways IT staff performs~~ regular maintenance ~~is~~ may be completed on all laptops, to include software and antivirus upgrades, by responding to any requests from the contracted IT support provider or the QA Manager in a timely manner;

- 3. ~~Physically secure all laptops in a locked unit when they are not in use.~~
- 4. ~~Tape contact information for Pathway Homes, such as a tamper resistant label, to the bottom of a laptop, to help in recovery if the laptop is lost or stolen.~~
- 5. ~~Immediately R~~report misplaced or missing laptops to supervisor ~~immediately and QA Manager.~~

~~IT Support will remotely wipe all data any email and network-stored data from lost laptops and other mobile devices upon notification that the item is misplaced.~~

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**E. Cell Phones**

All agency cell phones are to be used strictly for agency ~~business~~use. ~~This includes the use of agency cell phones as Global Positioning Service (GPS) devices, which taps into the agency's data usage allowance. To assist in protecting the data on cell phones, staff must:~~

- 1. ~~Password-protect all agency cellphones;~~
- 2. ~~Ensure client pictures (if captured by cell phone) are transferred to server as soon as server access is available and deleted from cell phone;~~
- 3. ~~Consult with QA manager about periodic upgrades;~~
- 4. ~~Secure cell phones when not in use~~
- 5. ~~Immediately report misplaced or missing laptops to supervisor and QA Manager.~~

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~~All responsibility for keeping the phone secure and in good working order is assumed by the staff person to whom it is assigned. Staff will report lost or damaged phones immediately to their supervisor and are subject to the replacement cost/process outlined under Section C above. Staff will consult with the Technology and QA Manager and supervisor about periodic upgrades as needed.~~

~~IT Support will remotely lock and wipe all data from lost cell phones upon notification that the item is misplaced.~~

~~All approved periodic upgrades will be executed by the Technology and QA Manager.~~

**F. Internet and Electronic Mail**

~~Daily U~~se of the Internet and email at Pathway Homes shall be for work-related purposes. Occasional and limited personal use of the Internet and email during work hours is permitted, however, personal use is prohibited if it: interferes with the employee's productivity or work performance, or with any other employee's productivity or work performance; adversely

affects the efficient operation of the agency network or computer systems; or if it violates any provision of this policy or supplemental policy adopted by Pathway Homes, regulation, law or guidance as set forth by local, State or Federal law. All employees must check and respond to email during each work day.

Individuals who have been identified as needing to send encrypted email will be configured by the IT support provider or QA Manager with those rights. After notification that their account is encryption-ready, email may be used to transmit ePII when the user ensures the following conditions are met:

- The recipient(s) have the right to view the ePII;
- The subject line does not include any identifying personal information;
- No attachments have file names containing identifying personal information;
- The subject of the email contains the word "Encrypted".

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#### G. Prohibited Activities

Certain activities are prohibited when using the Internet or electronic communications. These include, but are not limited to:

- ➤ Sharing confidential information, including attachments, via the Internet unless that information is shared with individuals who have the right to view it, and the information is shared using the agency's Office365 services domain or other approved service. This includes the use of external email.—No client names, or other protected health information shall be included in internal or external email messages unless the email is encrypted. File names and email subjects must never include ePII. Employees who are assigned users can electronically share protected health information but only within the Credible web-based secure system and box.com;

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- Accessing, downloading, printing or storing information with sexually explicit content;
- Downloading or transmitting fraudulent, threatening, obscene, intimidating, defamatory, harassing, discriminatory, or otherwise unlawful messages or images;
- Installing or downloading computer software, programs, or executable files without consultation consulting with the Technology and-QA Manager and appropriate supervisor-supervisory authorization.
- Uploading or downloading copyrighted materials or proprietary agency information contrary to policy;

- Uploading or downloading access-restricted agency information contrary to policy or in violation of agency policy;
- Sending email using another's identity, an assumed name, or anonymously;
- Permitting a person who is not authorized by management to use the system for purposes of communicating a message of their own to an individual or organization;
- Any other activities designated as prohibited by the agency.

## H. Security

### Servers

Pathway Homes ~~has a cloud-based server<sup>2</sup>-servers are kept in a locked room~~ that is accessed ~~only~~ by authorized personnel as determined by their job functions. A backup server is located in a locked room and Aaccess is controlled by a password protected lock on the door.

Distribution of the password is limited to specific employees with related position responsibilities. Periodic changes to the password will occur at least every six months or immediately following a position change or termination of employment of an individual who had authorized access.

### Computers and Laptops

Staff may not leave a secure web-based software session unattended. If not actively utilizing the web-based software, the connection ~~should~~ must be closed. In addition, the following steps ~~will~~ must be taken to ensure the security of all agency computer systems:

- All computers and laptops ~~will be~~ are checked and stripped of any protected health information before they are removed from service and disposed.
- Only Pathway Homes' staff ~~will~~ are provided access to use agency computers or laptops unless the system has been designated for guest use. On rare occasions, external auditors or trainers may be assigned a Pathways' computer or laptop for designated use and assigned a temporary password to use the system.
- All staff will receive IT Security Training at hire and at least once a year.

### Removable Storage Media (Flash Drives)

~~The use of flash drives or similar removable storage devices is not permitted on Pathways' computers. In rare circumstances, an exception may be granted in consultation with the agency's Privacy Officer.~~

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~~In specified circumstances, staff may use flash drives to store protected health information, but only if the following criteria are met:~~

- ~~➤ Only Pathways approved, and procured flash drives are allowed within any of Pathway Homes' programs.~~
- ~~➤ Any of these media (flash/thumb drives, external ports, etc.) that connect to Pathways' resources via USB ports must be approved by the Technology and QA Manager.~~
- ~~➤ In order to store personal health information on flash drives, staff must have approval from a supervisor. The Technology and QA Manager will issue Pathways approved flash drives only upon approval from the staff member's supervisor.~~
- ~~➤ All assigned flash drives must be kept in a secure location (e.g. locked cabinet) when not in use. Staff must report any lost flash drive immediately to a supervisor, and the Technology and QA Manager.~~
- Staff with access to the agency server must save all work containing PHI to the server.
- Staff without access to the server will be provided access to a secure web-based folder (e.g. At&t Box, Microsoft One Drive) and must save documents containing PHI to this location.
- Staff will be trained on the use of these resources as needed.

### Remote Access

Remote access to the computer networks is allowed, based on supervisory approval.

Employees who access the Pathways computer network are responsible for ensuring that the hardware and software on their personal system is compatible to those used on the Pathways' network. Usage of the remote access system is governed by the same policies and procedures as all other organization computers. All files must be saved on the network and not on the hard drive of the computer being used or to a disk to ensure the following:

- File access is limited to appropriate staff;
- Confidential data is securely stored;
- File backups are made via the network; and
- Version history is retained. ~~Virus protection is current.~~

~~Staff using the Credible Mobile software to complete clinical documentation in the field must upload the data to the secure website hosted by Credible within 24 hours. All protected health information must be erased from the laptop or other mobile device at the end of each work week.~~

Staff using Pathways' laptops and [net-book/mobile devices](#) may access the Credible web-based system through a public Wi-Fi system. However, the following steps must be adhered to when using a public Wi-Fi:

- Do not print any information;
- Ensure the [laptop/net-book/device](#) screen cannot be seen by other people who may be in the area; and
- Do not leave the [laptop/net-book/device](#) unattended at any time.

**I. No Expectation of Privacy**

All files, including electronic mail and files on shared drives [and agency equipment](#) are the property of Pathway Homes. No employee shall have any expectation of privacy in any message, file, image or data created, sent, retrieved, or received by use of the agency's equipment and/or access. Pathways has the right, but not the duty, to monitor all communications and downloads that pass through its facilities, including, but not limited to, Internet sites, instant messaging systems, chat groups, or news groups visited by employees, material downloaded or uploaded by employees, and email sent or received by employees. Such monitoring may occur at the sole discretion of the agency, at any time, without notice, and without the employee's permission. Upon separation, email remains the property of Pathways.

**J. Security of Communication via Internet, Email and Facsimile**

Distribution of electronic communications is difficult to control and routing mistakes can easily occur. Copies of electronic communications can be forwarded without the sender's knowledge or permission to unintended recipients. Therefore, electronic communication should be drafted and sent with at least the same level of care, professional judgment and discretion as paper memoranda or documents.

Employees using the Internet or email on agency equipment for personal use must present their communications in such a way as to be clear that the communication is personal and is not a communication of the agency.

A resident's name, initials or any other protected health information are not to be used in emails and attachments unless those emails are encrypted per the agency's protocols.

Employees who must use the fax to share protected health information shall implement the following security controls:

**Incoming faxes**

- Fax machines must be in secure areas, and access to them must be limited;
- Incoming faxes must be properly handled, not left sitting on or near the machine, but rather distributed to the proper recipient expeditiously while protecting confidentiality during distribution, for example, putting the document in an envelope;
- Digital faxes that are sent to the fax machine in the Administrative Office go directly to the server. When such faxes contain personal health information, they must be accessed directly from the server and not emailed to recipients; and
- Speed-dial numbers will be periodically and/or randomly checked to ensure their currency.

**Outgoing faxes**

- Use a Pathways-approved statement on all cover sheets;
- Provide only the minimum information necessary to meet the requestor's needs;
- Double-check the recipient's fax number prior to sending the fax;
- ~~Contact the recipient prior to sending the fax to ensure he or she is available to retrieve it and to ensure that the fax machine is located in a secure area;~~
- ~~Ask the recipient to confirm receipt of the fax;~~
- ~~Program frequently dialed numbers into the fax machine to prevent mis-dialing;~~
- ~~Remind fax recipients to provide notification if their numbers change; and~~
- Notify a supervisor and the agency Privacy Officer, and ~~C~~complete an incident report for any misdirected faxes.

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All work-related emails and faxes must have a [Pathways-approved disclaimer](#) the following message as a footer, or on the fax cover sheet:

*~~"This message is intended only for the use of the addressee and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If you are not the intended recipient, please contact the sender by telephone and destroy all copies of the original message. Thank you. NOTE WHERE INFORMATION IS ATTACHED: This information may have been disclosed to you from records protected by Federal Confidentiality Rules (42 CFR Part 2). The Federal Rules prohibit you from making any further disclosure of this information unless further disclosure is expressly permitted by the written consent of the person to whom it pertains or as permitted by 42 CFR Part 2. A general authorization for the release of medical or other information is not sufficient for this purpose. The Federal Rules restrict any use of this information to criminally investigate or prosecute any alcohol or drug-abuse client."~~*

**K. Social Networking**

~~Social networking tools—blogs, wikis, instant messaging, Twitter, Facebook, etc., can be useful tools for collaboration and information sharing. However, they are also powerful avenues for hackers and cyber criminals. When used, staff must ensure the following:~~

- ~~→ Do not use your Pathways username or password to set up login information for social networking site accounts.~~
- ~~→ Protect personally identifiable information and other protected information. Keep in mind that HIPAA, and the Privacy and Security Acts apply.~~
- ~~→ Only official spokespersons are permitted to comment on Pathways mission-related legal matters.~~
- ~~→ Do not post copyrighted materials or trademarks unless you have written permission.~~
- ~~→ Be professional and do not promote products, political organizations, or anything illegal.~~

**Commented [E1]:** This section now addressed in our Media – Social Media policy.

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**Enforcement and Violations**



Staff must immediately report violations of this policy to ~~their~~a supervisor. All program managers and supervisors are responsible for enforcing this policy. Staff who violate this policy are subject to discipline up to and including termination from employment in accordance with Pathway Homes Disciplinary Action policy.

*See also Disciplinary Action Policy, Service Records Policy, and Telework Policy.*



**Policy:** Licensure Supervision  
**Section:** Personnel  
**Policy Date:** 01/09/06; 01/06/2015  
**Date(s) Revised:** 03/21/17  
**Number of Pages:** (2)

**Policy Number:** 2-L2

**This Policy Applies to:**  
▶ The agency.

## PURPOSE

Pathway Homes, Inc. is committed to maintaining a highly trained and qualified workforce. Pathway Homes encourages its employees to continue to develop professionally and to keep pace in a changing work environment. To that end, Pathway Homes offers clinical supervision for applicable Virginia state licensure as a benefit to its employees to promote professional development.

## POLICY

The Pathway Homes licensure supervision policy is intended to offer group and/or individual supervision to employees who wish to improve their skills by pursuing a LCSW or LPC state license **in the state which they are employed.** ~~from the Virginia Board of Professions.~~ Other equivalent licenses and/or certifications will be considered under this policy as eligible supervisory staff and resources are available.

## PROCEDURE

An employee seeking licensure supervision must first submit a written request and secure the written approval of the direct supervisor and the President/CEO for the license he or she intends to pursue. Employees are required to maintain satisfactory job performance throughout the supervisory period **as defined by: earning a satisfactory rating (3) or higher on all clinical skill line items on the performance evaluation; a 3.0 or higher overall rating on the performance evaluation; and be in good standing.** Failure to maintain satisfactory job performance may result in termination of the contract agreement. ~~In this case, the employee will be held fully responsible for any supervisory costs incurred by the agency.~~

## **Eligibility and Terms of contract:**

Pathway Homes employees who ~~have successfully completed their six-month probationary period, remain~~ **are** in good standing with the agency, and have demonstrated current and sustained

satisfactory job performance in clinically related duties are eligible for to request licensure supervision. In order to receive clinical supervision for licensure, employees must be employed at Pathways for the full duration of the licensure supervision period, and commit to maintain full-time employment or the equivalent time of supervision that was provided, not to exceed two years of regularly contracted hours. This commitment period of time begins at the completion of documented supervision hours needed to sit for the state license. Once an employee has received authorization from Pathway Homes and the relevant Board of Professions, they are eligible to begin supervision. The employee must agree to accept the designated Pathway Homes clinical supervisor as designated clinical supervisor for licensure, and understand that Pathway Homes is in no way obligated to secure specialized supervision outside of the agency specialty areas, or purchase clinical supervisory services outside of existing contracts. Prior to receiving supervision, employees must be willing to sign a licensure supervision contract that acknowledges they accept full responsibility for reimbursement to the agency for the cost of supervision provided in case of a breach of contract. The employee must agree to accept the clinical supervisor designated by Pathway Homes. Pathway Homes is in no way obligated to secure specialized supervision outside of the agency specialty areas, or purchase clinical supervisory services outside of existing contracts. Prior to receiving supervision, employees must sign a licensure supervision contract that outlines the professional development expectations.

### **Termination of Clinical Supervision**

Clinical supervision can be terminated for several reasons:

1. The required hours have been successfully completed;
2. The employee is separating from the agency;
3. The employee is no longer in good standing or is no longer maintaining satisfactory job performance; or
4. The supervisor determines the employee is not progressing satisfactorily in supervision.
5. The employee decides to terminate for any reason

### **Repayment:**

~~If an employee voluntarily leaves Pathway Homes or is terminated for misconduct prior to the contracted time, he or she will be required to reimburse the agency for the amount paid by the agency for all supervision provided but not reciprocated by the terms of the supervisory contract. For example, an employee received two years of continuous supervision but terminated after one year of additional employment. Employee is responsible for reimbursing the agency for one year of supervision at the applicable hourly rate. Pathway Homes may withhold final compensation to offset a portion or full reimbursement of these costs as well as pursue other appropriate legal options. Exemptions may be granted by the CEO and/or President/COO under special circumstances (i.e. call to active duty, extended illness, etc.).~~



**Policy:** Telework  
**Section:** Administration  
**Policy Date:** 04/11/2011  
**Date(s) Revised:** 07/14/2014; 07/10/2017  
**Number of Pages:** (5)  
**DRAFT CHANGES**

**Policy Number:** 1-T1  
**This Policy Applies to:**  
▶ The agency.

## PURPOSE

The telework initiative has ~~three-four~~ primary purposes ~~that will accommodate designated employees as well as the agency as a whole:~~

1. Allow employees in certain positions the ability to work from home or other designated locations.
  2. Connect work sites with a secure web-based system that provides accessibility to shared files, calendars and other information that is pertinent to the operation of services. This alleviates the need to travel to different sites to perform certain job functions. ← Formatted
  3. Provide information technology and communication avenues that will ~~provide for~~ promote continuity of operations in any type of ~~emergency situation~~ emergency where going to the work site might not be possible. ← Formatted
- 2.4. Improve efficiency by providing opportunity for designated employees to work remotely during weather-related ~~or other~~ emergencies as deemed necessary.

## POLICY

Pathway Homes will ~~maintain web-based information technology systems that~~ make it possible for designated employees to work remotely and efficiently from home or other work sites, as deemed appropriate to the benefit of the agency.

## PROCEDURES

### Telework Agreement

1. Prior to the commencement of regular and recurring telework arrangements, supervisors and employees must complete and sign a Telework Agreement outlining the terms and conditions

of the arrangement, and review and sign a Safe Work Site Guideline. The teleworker is expected to manage dependent care and personal responsibilities in the same manner as if ~~he/she is~~ working on-site, ~~allowing him/her to and~~ successfully meet job responsibilities while teleworking.

2. The Telework Agreement prescribes the approved alternative work site(s) and telework schedule (if applicable), and addresses personnel, security, and equipment issues.

#### **Time and Attendance Record Keeping**

1. Time spent in a telework status must be accounted for and reported in the same manner as if the employee reported for duty at the traditional work site. Employees will record the number of hours spent in a telework status on their timesheet by using a special code. The code to be used on the timesheets is "TW" (x hrs). "TW" followed immediately by the number of hours represents hours spent working under a teleworking arrangement.
2. ~~Telework may be used in half or full work day blocks of time but may not be used in sporadic increments over the course of any one work day. Telework must be pre-approved by a supervisor. The number of hours an employee can telework on any given day will be decided between the employee and supervisor. Employees teleworking for less than a full day will not be compensated for travel time.~~
3. ~~Employees who are non-exempt under the Fair Labor Standards Act (FLSA) are ineligible for telework arrangements due to the nature of these positions. Participation in a telework arrangement will not affect an employee's exempt FLSA status; employees will retain their exempt status.~~ Exempt and Non-Exempt employees are eligible for telework provided the employee can meet the requirements of the job in a remote capacity; and the expected deliverable can be completed within the employee's regularly scheduled hours of work.

#### **Performance Management**

1. The performance and outcomes of a teleworker will be monitored in the same manner as all employees at the traditional work site. The performance standards are based on a results-

oriented approach and describe the quantity and quality of expected work and the method of evaluation.

2. Teleworkers are required to complete all assigned work, consistent with the approach adopted for all other employees in the work group, and according to the standards and guidelines in the employee's performance evaluation.

### **Inclement Weather or Emergency Closings**

1. ~~Pathway Homes' guidelines on weather and emergency closings follow the schedule of Fairfax County Government (for more information refer to *Staffing During Severe Weather and Community-wide Emergencies Policy*).~~
12. Previously scheduled and approved telework hours may remain in effect in situations where inclement weather would result in the use of unscheduled leave. Telework may also be scheduled in anticipation of inclement weather. In both instances the supervisor must ~~clearly identify~~approve the quantity and quality of expected work ~~and the method of evaluation.~~
32. In situations where it is deemed necessary for the agency to close, ~~all~~ employees not designated as "essential employees" (including teleworking employees) are ~~excused from~~ not allowed to telework ~~without loss of pay or charge to leave.~~

### **Workers' Compensation**

1. Employees who are directly engaged in performing the duties of their jobs are covered by Workers' Compensation regardless of whether the work is performed on the agency's premises or at an alternative work site during the established work hours.
2. An employee who incurs an incident must immediately inform his or her supervisor, and ~~the~~ Director of Human Resources ~~staff~~ Coordinator, who are required to file the claim and may be required to investigate the incident.

### **Liability for Telework at Home**

Pathway Homes will not be liable for damages to employee property, which result from participation in the Telework Program.

### **Reimbursement for Telework at Home**

Pathway Homes will not be responsible for operating costs, home maintenance, or any other incidental costs (e.g. utilities, supplies) whatsoever, associated with the use of the employee's home. In addition, Pathway Homes will not provide employees who telework, office supplies and other consumables to use when they telework at home. Employees cannot take supplies or consumables from any Pathway Homes' office or program to use in a telework at home situation. The employee is responsible for ensuring that the hardware and software on the computer in his/her telework location is compatible with the hardware and software on the Pathway Homes' computer network. Pathway Homes will not be responsible for updating or modifying the hardware or software on the employee's computer at home or other telework location.

### **Security Issues**

The employee will apply approved safeguards to protect records belonging to Pathway Homes from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the official location. Computerized files are considered official records and shall be similarly protected.

Hard copy client records and files, personnel records, and any other protected health information are not permitted to be taken from the on-site office in which they are housed, for the purposes of teleworking. In addition, original accounting documents, forms, check stock, and cash receipts, must not be removed from the on-site office in which they are housed.

Remote access to the Pathway Homes' computer network is allowed, based on [role responsibility and](#) supervisory approval. During a teleworking session, all [documents and](#) files will be saved on the network [or in the secure web-based At&t Box depository. Documents and files must not be saved to](#) the hard drive of the computer being used, ~~or to a disk or flash drive.~~

[Employees participating in individual or group licensure supervision; or other meetings-via an agency-approved Internet platform may do so during telework hours with supervisory approval. Similar to all other employees who handle protected health information during a telework situation, these employees participating in licensure supervision via the Internet will implement additional](#)



measures to ensure client confidentiality such as: use of a private, enclosed area, and use of a sound machine as appropriate.

Employees will use strong passwords to access Pathway Homes' computer network from an offsite location, and will take the same measures to protect them as they would on-site (*for more information on strong passwords and Security Issues refer to the Information Technology Systems Policy*).

#### **Accessibility**

The employee will be required to be fully accessible during the agreed upon business hours. The employee ~~will~~must be available as needed via telephone or other viable means, such as email, instant messaging, video calls, etc., during telework hours, in the same manner as when they are at the traditional work site.

The employee ~~will be~~ must be available to attend ~~office-onsite~~ meetings and events as required.

#### **Designated Telework Days and Times**

~~The nature of the business at Pathway Homes requires a great deal of flexibility. Some of the operations within the agency are 24 hours per day and 7 days a week. It is therefore necessary to allow flexibility in the days and times selected for teleworking.~~ No specific telework date or time will be arranged in writing, but will be worked out between the employee and supervisor on an as needed basis. The Telework Agreement signed by the employee and supervisor will represent that the employee is authorized to work in particular alternate locations, to include the employee's home.

The employee is required to request approval from his/her supervisor in advance if he/she intends to telework.

The nature of the ~~work product~~deliverable that is expected for each instance of teleworking will be worked out between the employee and the supervisor in advance.

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### **Changes to Telework Agreement**

Pathway Homes has the right to remove the employee from the program if continued participation in telework fails to benefit the needs of the agency. Pathway Homes may modify this ~~telework~~ arrangement, and/or may cease offering ~~telework~~ arrangements, at any time for any reason.

*See also Information Technology Systems Policy and Severe Weather and Community-wide Emergencies Policy.*



## TELEWORK AGREEMENT DRAFT CHANGES

Telework must be pre-approved by a supervisor. The following constitutes the terms and conditions of the telework agreement between Pathway Homes, Inc. and \_\_\_\_\_ (hereafter referred to as Employee).

Employee's designated permanent worksite is: \_\_\_\_\_

Employee is authorized under the telework initiative to work in the following alternative worksites:

Employee's home office or work area

Other Approved Location:- \_\_\_\_\_

Address: \_\_\_\_\_

Effective Date of this Agreement: \_\_\_\_\_

**Pay and Attendance:** All pay, leave and benefits will be based upon the employee's official classification. The employee is responsible for accurate and timely completion of time sheets.

### Terms and Conditions for working at home

**Liability:** Pathway Homes will not be liable for damages to employee property, which result from participation in the Telework Program.

**Reimbursement for Telework at Home:** Pathway Homes will not be responsible for operating costs, home maintenance, or any other incidental cost (e.g. utilities, supplies, hardware, software, etc.) whatsoever, associated with the use of the employee's home. In addition, Pathway Homes will not provide employees who telework, office supplies and other consumables to use when they telework at home. Employees cannot take supplies or consumables from any Pathway Homes' office or program to use in a telework at home situation.

**Dependent Care:** The Telework arrangement is not a substitute for dependent care. The employee is expected to manage dependent care and personal responsibilities in the same manner as if working on-site, and successfully meet job responsibilities while teleworking.

**Security Issues:** The employee will apply approved safeguards consistent with Pathway Homes' policies and procedures, to protect records belonging to Pathway Homes from unauthorized disclosure or damage. All records, papers and correspondence must be safeguarded for their return to the official location. Computerized files are considered official records and shall be similarly protected.

Hard copy client records and files, personnel records, and all other protected health information are not permitted to be taken from the on-site office in which they are housed. In addition, original accounting documents, forms, check stock, and cash receipts, must not be removed from the on-site office in which they are housed. Remote access to the Pathway Homes' computer network is allowed, based on supervisory approval. During a teleworking session, all files will be saved on the network and not on the hard drive of the computer being used, ~~or to a disk or flash drive~~. Employees will use strong passwords to access Pathway Homes' computer network from an offsite location, and take the same measures to protect them as they would on-site.

Employees participating in individual or group licensure supervision, or other meetings via an agency-approved Internet platform may do so during telework hours with supervisory approval. Similar to all other employees who handle protected health information during a telework situation, these employees participating in licensure supervision via the Internet will implement additional measures to ensure client confidentiality such as; use of a private, enclosed area, and use of a sound machine as appropriate.

**Inclement Weather or Emergency Closings:** ~~Pathway Homes' guidelines on weather and emergency closings follow the schedule of Fairfax County Government.~~ In situations where it is deemed necessary for the agency to close, all employees not designated as "essential employees" (including teleworking employees) are excused from work without loss of pay or charge to leave. Previously scheduled and approved telework hours may remain in effect in situations where inclement weather would result in the use of unscheduled leave. Telework may also be scheduled in anticipation of inclement weather. The supervisor must clearly identify approve the quantity and quality of expected work ~~and the method of evaluation~~.

**Accessibility:** The employee will must be as accessible as their on-site counterparts during the agreed upon business hours. The employee will must be available to attend office onsite meetings and events as required.

**Workers' Compensation:** Employees who are directly engaged in performing the duties of their jobs are covered by Workers' Compensation regardless of whether the work is performed on the agency's premises or at an alternative work site during the set work hours. The employee must immediately inform his or her supervisor, and ~~the~~ Human Resources Office, staff who are required to file the claim and may be required to investigate the incident.

## Changes to Telework Agreement

Pathway Homes may modify this Telework Agreement, and/or may cease offering Telework arrangements, at any time for any reason.

I understand and agree to abide by the policies and regulations related to the Telework Program provided by Pathway Homes. I further understand and agree that ~~the Telework arrangement, and my performance under this agreement, will be regularly monitored, and~~ Pathway Homes may terminate and/or modify the arrangement and agreement at any time.

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Employee (*Print and Sign Name*)

Date

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Management Level Supervisor (*Print and Sign Name*)

Date

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President & Chief Executive Officer

Date

*The original of this document will be kept in the employee's personnel file.*

## TELEWORK: SAFE WORK SITE GUIDELINES

The employee understands that a safe work site is expected to meet the following criteria:

1.	The alternate work site is reasonably quiet.
2.	All stairs with four or more steps have handrails.
3.	Electrical equipment is free of recognized hazards that would cause physical harm such as frayed wires, bare conductors, loose wires, flexible wires running through walls, exposed wires fixed to the ceiling.
4.	Electrical outlets are three pronged (grounded).
5.	Aisles, doorways and corners are free of obstructions to permit visibility and movement.
6.	File cabinets and storage closets are arranged so that drawers and doors do not open in to walkways.
7.	Work chair provides proper support. It should be adjustable for height, seat tilt, and have armrests. The base should provide movement with minimal effort while keeping the chair and occupant from falling or tipping.
8.	Frequently used objects (phone, reference materials) should be within easy reach to prevent repetitive stretching and/or turning.
9.	Monitors should be at eye level and about 18 to 24 inches away.
10.	When using the keyboard and mouse, shoulders should be relaxed with the upper arms resting at your sides. Hands should be in neutral position level with the wrists.
11.	Phone lines, electrical cords and extension wires are secured under the desk or alongside the baseboard.
12.	Floor surfaces are clean, dry, level, and free of worn or frayed seams. Carpets are secured to the floor.
13.	The alternate work site is adequately ventilated.
14.	<a href="#"><u>Telephone and video conferencing is conducted in a private space and noise machine is used if necessary to ensure privacy of protected health information.</u></a>

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Employee (*Print and Sign Name*)

Date

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Supervisor (*Print and Sign Name*)

Date

*This form must accompany the Telework Agreement for any employee who is authorized to telework.  
The original of this form will be kept in the employee's personnel file.*