July 18, 2006

Mississippi State Veterans Affairs Board
Policies, Rules and Regulations

Scope and Intent of Document

This Document sets out the policies, rules, and regulations necessary for the proper administration of Mississippi Code Annotated, title 35, Chapter 1 (1972) and laws. However, such policies, rules, and regulations shall not be in conflict with any provisions of cited state statute or federal law or regulation under which this agency functions. If there is a conflict, the state statute, federal law, or regulation (as applicable) shall take precedence.

Amendments to The Policies, Rules, and Regulations

State Veterans Affairs Board may amend the policies, rules, and regulations as circumstances and conditions require with the approval of a quorum taken during either Statutory or Special Called Board Meeting.

Organization

The State Veterans Affairs Board (Board) shall be constituted as provided in Mississippi Code, Annotated, Section 35-1-1, (1972).

The State Veterans Affairs Board (Board) including the State Approving Agency, shall be organized to carry out the statutory duties of the Board. The Board shall be organized in three (3) divisions. The Board shall be headed by an Executive Director, who shall also serve as Executive Secretary to the Board, a Deputy Director, and three (3) division directors (Claims, SAA, and Homes), plus additional personnel, as needed, to carry out the duties of the Board. The Executive Director, Deputy Director, and Division Directors shall be appointed as dictated by statute with additional personnel being employed in accordance with State Personnel Board Policies. (Note: There shall be no distinction between the Executive Director and Executive

Secretary as used in this document.)

Board Meeting

The Board will hold regular monthly meetings on the second (2nd) Friday of each month, unless changed by the Board, and such other meetings as may be called by the Chairman or Vice Chairman in his absence. All Board Meetings shall be governed by Robert's rules of Order (as amended).

The Executive Secretary to the Board will mail notices of Statutory meetings to all Board members at least one week prior to meeting date. Such notice will include an agenda of known items to come before the Board. Not less than forty-eight (48) hours' notice will be given for any special called meeting. This notice will be in writing, when feasible (but may be by telephone), stating reason(s) for the meeting. All meeting notices will include the time and place of meeting.

Board Oversight

The Executive Director shall be responsible for the day to day operations of the Veterans Affairs Board. The Executive Director shall be responsible for hiring (as stipulated in this document), supervision, and firing (as stipulated in this document) of employees of the Board. The Executive Director shall be responsible for managing the day to day activities of the Board and planning the budget and administering the financial affairs of the Board. The Board shall set policies in regard to the Executive Director's management of the Agency. Those policies shall be set forth in the Minutes of the Board and shall be carried out by the Executive Director according to the instructions of the Board as stated in the minutes. All supervision of the Executive Director shall be by the complete Board and it is the stated policy of this Board that individual members of the Board shall not engage in day to day direction of the Agency unless specifically authorized and directed to by a vote of the full Board in specific circumstances. From time to time, the Board may designate a member or members of the Board to serve on an Ad Hoc Committee to assist the Executive Secretary in management of specific activities or functions of the Board, but such activities shall be limited in time, scope, and nature.

The Executive Secretary should consult with the Board with regard to all major management decisions which transcend normal day-to-day operations. The Executive Secretary shall also seek approval of the Board for the hiring of contractors to perform services on behalf of the Agency. (Individual contract workers are excluded from this provision. For example, RNs, LPNs, DCWs, and Housekeeping Aides are considered contract workers).

The Executive Secretary shall have authority to make purchases of items necessary for day to day operations of the agency and the Veterans Homes for all items costing less than $3,501.00. All items costing more than $3,501.00, for which the Executive Secretary does not have general prior approval, shall be approved by the Board.

The Board must approve the expenditure of funds when state law requires bids.

Personnel

The Executive Director, Deputy Director, Division Directors (or equivalents), and Branch Directors (or equivalents)shall serve, per statute, at the will and pleasure of the Board.

1. Executive Director/Executive Secretary to the Board:

This individual will serve as the Executive Secretary to the Board and as the Executive Director of the State Veterans Affairs Commission. Individual should demonstrate an excellent knowledge of the various benefits or privileges accruing to former and present members of the armed forces of the United States and their dependents under federal or state laws or regulations.

The Executive Director shall be directly responsible to the Board for the efficient operation of the Commission. Duties are as prescribed by policies, rules, regulations, and instructions of the Board. The Executive Director will delegate authority to subordinate personnel as necessary to ensure efficient functioning of the Commission.

Minimum requirements for selection to the position of Executive Director/Executive Secretary to the Board are as prescribed by statute or the State Personnel Board.

The Executive Director will be selected from among qualified Deputy or Division Directors. However, if there is not suitable individual among the Deputy or Division Directors, position will be filled through open recruitment.

In recruiting for the position of Executive Director, the Board shall first recruit for individuals who are wartime veterans. If no suitably qualified individual is found, the Board, upon a **vote** taken during either Statutory or Special Called Board Meetings, will then open recruitment to any veteran regardless of period of service.

2. Deputy Director:

The Deputy Director will report directly to the Executive Director. Duties will be as prescribed by the Executive Director. Minimum requirements for selection to the position of Deputy Director shall be prescribed by statute or the State Personnel Board.

In recruiting for the position of Deputy Director, the Board shall first recruit for individuals who are wartime veterans. If no suitably qualified individual is found, the Board, upon a **vote** taken during either Statutory or Special Called Board Meetings, will then open recruitment to any veteran regardless of period of service.

3. Managers of Major Functional Areas and Managers of the State Veterans Homes:

Managers of major functional area and managers of the State Veterans Homes will report to the Executive Director, through the Deputy Director. Duties will be as prescribed by the State Personnel Board.

In recruiting for the above positions, the Board shall first recruit for individuals who are wartime veterans. If no suitably qualified individual is found, the Board will the open recruitment to any veteran regardless of period of service. If there is still no suitably qualified individual, the Board will open recruitment to include non-veterans. A **vote,** taken during either Statutory or Special Called Board Meetings, is required to move recruitment to each successive level.

4. Additional Personnel:

All employees of the State Veterans Affairs Board will report directly to assigned supervisor and perform duties as assigned in accordance with position in which employed as outlined in State Personnel Board job characteristics.

The Executive Director is responsible for requesting, from the State Personnel Board, a list of eligibles for positions to be filled and will interview those applicants to determine their suitability for the position being filled.

The Executive Director must get Board approval prior to the hiring/promotion of individuals to fill positions of Deputy Director, Managers of Functional Areas and of the SVH.

5. Personnel Actions:

a. A simple majority vote of the Board, during either a Regular of Special Called meeting, is required to appoint the Executive Director, Deputy Director, Managers of functional areas and of the State Veterans Homes.

b. **A quorum**, is required to terminate the Executive Director, Deputy Director, and Managers of functional areas of the State Veterans Homes.

c. The Executive Director, with the approval of the Board Chairman (Vice Chairman in Chairman's absence) may suspend, with pay, the Deputy Director, and Managers of functional areas for cause pending final action by the Board.

d. The Executive Director will take other personnel actions in accordance with State Personnel Board policies, rules, and regulations.

Note: For the purpose of carrying out the intent of this paragraph, the Executive Director will, as much as possible, keep the Board informed of potential actions.

6. Benefits:

Benefits shall be in accordance with State Personnel Board Policies/Regulations.

7. Work Schedule: B

The Normal office hours of employees of State Veterans Affairs Shall be from 8:00 a.m. to 5:00 p.m., five (5) days a week, Monday through Friday. However, Supervisors may modify, with Executive Director's approval, work schedule providing for flextime to facilitate efficient operation of the Division or Board. Each office will be staffed, however, from 8:00 a.m. until 5:00 p.m.

LEAVE

All leave will be administered as provided in Mississippi Code Annotated (1972). In addition:

a. Supervisors will have approval authority on all leave requests. **EXCEPT,** those personal or compensatory leave requests for leave in excess of eight (8) consecutive hours, not submitted at least 30 days in advance, must be forwarded to the Executive Director, along with justification, for approval.

b. Work which would result in an employee receiving credit for compensatory time must be approved by the employee's immediate supervisor (or by individual at next level in the chain should immediate supervisor not be available) and the appropriate "Director" in order for the employee to receive credit.

POLICY

The State Veterans Affairs Board will assist all service men and women, veterans and/or dependents, widows, and orphans, with problems relating to or contingent on service in the armed forces of the United States or its allies when requested and authorized to do so.

The Board will cooperate with all agencies and organizations in providing assistance to servicemen and women, veterans and/or their dependents, widows, and orphans. Particular attention will be given to cooperation with County Veterans Service Officers and Service Officers of the various veterans organizations in the prosecution of claims and the handling of problems relating to or contingent on service with the armed forces.

Preference will not be shown to individuals, counties, or organizations. The service will be given courteously and on an equal basis; however, emergency or distress cases take priority. No services will be undertaken or any privilege extended any area, county, organization which cannot be provided for all. No special records will be maintained and no special information will

be compiled for one that is not available for all as taken from the available records of the Commission.

Members of the Board shall keep themselves well informed on veterans' affairs. The Executive Director shall provide, at the expense of the Board, such publications and informational material as he deems advisable.

Appointments as local representatives of the State Veterans Affairs Board may be revoked at any time by the State Veterans Affairs Board. At no time and under no circumstance will members of the Board (while representing the Board) engage in controversial matters or promotional activities of any veterans organization or other similar organization. It is desired that members of the Board will take interest in veterans affairs, keep in touch with veterans, and impart information to them.

1. Quorum and proxies:

A quorum shall consist of four (4) members duly appointed in accordance with MS Code of 1972, annotated, Section 35-1-1. A quorum is required for this Board to conduct business unless otherwise noted in this document. Proxies shall not be allowed.

2. Veterans Home:

To be admitted to a Mississippi State Veterans Home (or be place on the waiting list for admission), veteran, spouse of veteran, who is a Home resident, *or un-remarried widows or widowers* must meet criteria (as applicable) outlined in subparagraphs below:

NOTE: Use of the word "veteran" will not be construed as meaning veteran only but will be interpreted to also include a spouse of a resident as appropriate.

a. A veteran must be or have been a Mississippi resident; spouse must be legally married to veteran who is a resident of a Mississippi State Veterans Home.

b. The veteran must have had active duty in the armed forces and have been discharged under other than dishonorable conditions (applicant must supply DD Form 214 or equivalent Report of Separation from Service). Peacetime veterans will be listed on a separate waiting lists and may be admitted if there are no wartime veterans willing to accept admission on the waiting lists; however, they will not be given preference over a wartime veteran.

c. Veterans not meeting (a) above (is resident of another state) may be admitted to a Mississippi State Veterans Home to fill vacant bed(s), up to a total of 148 occupied beds, when there is no Mississippi resident on the active waiting list or ready to enter the Home. However, the cost of care for such resident will be at no expense to the State of

Mississippi regardless of length of stay. In the event that this should occur, such resident shall not be discharged from the Home for the sole purpose of vacating a bed to accommodate a subsequent Mississippi resident who desires admission.

(1) For (Nursing) Home, veteran must be in need of nursing home care;

d. Un-remarried widows or widowers of veterans may be admitted to a Mississippi State Veterans Home to fill vacant bed(s) when there is no veterans or spouse of a residing veteran on the active waiting list or ready to enter the Home. In the event that this should occur, such resident shall not be discharged from the Home for the sole purpose of vacating a bed to accommodate a veteran or spouse of a residing veteran who desires admission. Any un-remarried widow or widower shall be responsible for the full cost of room and board and for all drugs and medications administered while residing at the Veterans Home.

e. Veteran shall have had medical examination by personal or VA physician within 30 days of admission request and as a result, it is shown that he/she does not:

1. Require medical or hospital care for which the Homes are not equipped of staffed to provide.

2. Have violent traits which may prove dangerous to the physical well being of other residents, employees, or the veteran.

f. Indigent Veterans (single veteran or veteran with one dependent who, after Home care charges and Medicare Part B premium are paid/deducted from income, shall have less than $90.00, if single, and an amount equal to a single widow's death pension benefit, if resident has one dependent remaining) may be admitted to the State Veterans Homes under the following conditions (indigent funds will be used to make up difference in veteran's share of care costs):

1. The applicant must provide documentation of income and /or authorization for SVAB to review Social Security, retirement, tax, or other pertinent sources of information to determine eligibility.

2. Must be a Mississippi resident at the time of application.

3. A single veteran with some income (including VA pension) is allowed to retain $90.00 per month for personal use.

4. A veteran having income and with dependent(s) will be allowed to retain an amount equal to the **death pension** that would be payable to the dependent.

5. Veterans who have no income may receive up to $15.00 per week from (a.) Funds from the issuance of distinctive veterans license plates and deposited in the Special Fund account for the benefit of indigent veterans who are residents in the state veterans homes; or (b.) From donated funds for personal items (NOTE: tobacco products and/or alcohol are excluded).

NOTE: When a bed in a Mississippi State Veterans Home becomes available, first (1st) priority will be current resident of another Mississippi State Veterans Home or patient in VA Medical Center (to include individuals in nursing homes under VA contract); second (2nd) priority will be veteran currently on Mississippi State Veterans Home waiting list(s); and third (3rd) priority will be new application for admission to a Mississippi State Veterans Home. Individuals on waiting list(s) who decline admission when a bed is available and offered will have their name moved to the bottom of the list. Individual(s) who decline the offer of a bed on two (2) successive occasions will have their name(s) place on an inactive waiting list until they subsequently inform the Board of their desire to once again be placed on the active waiting list. Position on active waiting list will be determined by date Board notified of desire to return to active waiting list.

g. Surviving non-veterans spouses, who were admitted while veteran spouse was a resident

and who, subsequent to veteran's death, after Home care charges and Medicare Part B premiums are paid/deducted from income shall have less than $44.00 remaining may remain in the State Veterans Homes under the following conditions (indigent funds will be used to make up difference in surviving spouse's share of care costs):

1. The resident must provide documentation of income and /or authorization for SVAB to review Social Security, retirement, tax, or other pertinent sources of information to determine eligibility.

2. A surviving spouse with some income (including VA pension) is allowed to retain
$44.00 per month for personal use.

3. Surviving spouses who have no income may receive up to $15.00 per month from (a.) funds from the issuance of distinctive veterans license plates and deposited in the Special Fund account for the benefit of indigent veterans who are residents of the state veterans homes; or (b.) From donated funds for personal items (NOTE: tobacco products and/or alcohol are excluded).

h. All veterans shall consent to abide by all rules and/or regulations governing the Homes and to follow the course of treatment prescribed by the Veterans Home medical staff or the Home's outside medical consultant. Failure to do so is cause for discharge.

i. Residents shall accept discharge from the Homes when medical and/or administrative review determines such action to be appropriate. Residents desiring discharge from the Home are required to provide a three (3) day notice. Failure to do so will result in resident being charged for three (3) days (care) beyond actual discharge date.

j. Residents desiring transfer to a different State Veterans Home shall be responsible for all associated costs.

k. Effective September 1, 2000, residents of the State Veterans Home shall accept transfer to other facilities (including those operated by the Department of Veterans Affairs) if medical condition, as determined by the Veterans Home's Medical Staff, mandates. Any and all costs of treatment/care outside the Home is the responsibility of the resident/responsible parties.

l. Effective October 1, 2002, residents of the State Veterans Home shall be responsible for any and all co-payments and /or deductibles for treatments, services, ancillaries, etc. that are billed to Medicare and /or other insurances.

m. Effective September 1, 2006, all non-veteran residents of the State Veterans Home shall be responsible for the cost of all drugs and medications administered while residing at the Veterans Home

n. Any resident may elect to have his/her own physician provide care and treatment inside a State Veterans Home. However, such physician will be subject to an must comply with all laws, regulations, and/or policies of the Homes and/or regulatory agencies. The resident is responsible for ensuring that physician is in compliance as stated. If physician does not comply as stated, resident may be discharged.

o. Residents requiring dental care will be responsible for all associated costs.

p. Residents shall furnish their own items of personal clothing and bring with them any orthopedic appliances, braces, wheelchairs, walkers, etc. (beds excepted) which may have been issued to them by the Department of Veterans Affairs.

q. Resident, upon admission, shall designate a beneficiary to receive all personal belongings, to include funds on deposit with Board, should the resident die or be incapacitated at the time of discharge.

r. Residents of a State Veterans Home will not be permitted to operate a motor vehicle on the State Home grounds (EXCEPT: Those with specially adapted vehicles will be allowed to operate same if accompanied by a responsible party). Individuals, who were admitted to the State Veterans Home on or before January 7, 1994, may operate a motor

vehicle on State Home Grounds unless medically contraindicated (as documented by the physician in the individual's medical records). Residents who wish to maintain a motor vehicle on a State Veterans Home grounds, will be required to leave the keys with a family member or the administrator.

s. Residents of a State Veterans Home may leave the Home, after signing out (which is for the purpose of insuring resident's safety). Residents may sign self out/in unless medically contraindicated (as documented by the physician in th individual's medical record). If medically contraindicated, resident must be signed out/in and accompanied by a member of the State Veterans Affairs Board's staff, a family member or other responsible party.

t. The home shall charge veterans for nursing home care. Every resident of the home shall be responsible for full payment of the nursing home care charge which must be paid in advance(remainder of month) upon admission and by the 10th day of each succeeding month. Nursing home care charges shall be set by the Board and may be periodically revised. The nursing home care charges include: nursing care, laundry and room and board. Effective May 1, 2006, any new admissions will be responsible for the following items not covered by the nursing home care. These items include, but are not limited to: physician services, lab services, podiatry care, transportation to appointments not ordered by the Nursing Home physicians, any specialized rehabilitation service, medications that are not on the VA formulary, specialty beds and mattresses. The resident will be responsible for all costs for items not covered by the nursing home care charges. Any items not covered by Medicare/Medicaid or other insurance policy will be the sole responsibility of the resident. The care charge for non-veteran residents of the Homes will be, at minimum, double (**2X**) the rate paid by veteran residents. The prorated monthly charge is due upon admission unless otherwise approved by the Executive Director.

1. Charges for nursing home care will continue to accrue during periods of absence (leave) from Home. Residents may be authorized leave of absence, not to exceed 96 hours, by the Executive Director or his designee.

(a) Any resident of a Mississippi State Veterans Home will not have his/her bed filled, while on pass from the Home, until the Home has received from the resident or his/her responsible party, that the resident will not be returning to the Home. The following apply:

(1) If the resident is on pass due to hospitalization, he/she is responsible for payment of the regular daily resident's charge during the entire period of hospitalization.

(2) If the resident is on pass other than for hospitalization, the bed will be

held for the resident as follows:

(a) If the resident returns to the Home after having been on pass for less than 96 hours, the resident is responsible for payment of only the regular daily resident's charge for each day he/she was on pass.

(b) If the resident remains away from the Home for more than 96 hours, he/she is responsible for payment (beginning with the 1st day) of the regular daily resident's charge for each day on pass **Plus** the current daily VA per diem rate for each day on pass. This adjustment to the charge for nursing home care is necessary to cover the loss of VA per diem (which helps keep the regular rate down).

(3) An applicant, once offered a bed at a Mississippi State Veterans Home, will be allowed four (4) working days (with day bed offered counting as the 1st day), from date bed is offered, to be admitted. If applicant wishes the bed to be held beyond the allowed four (4) working days, applicant is responsible for payment of the regular daily resident's charge **Plus** the current daily VA per diem rate for each day, beyond the allowed days, that the bed is held .

2. Residents shall apply for all state and federal monetary/medical benefits for which he/she may be entitled. He/she shall be counseled about benefit entitlement by a representative of the Veterans Affairs Board.

3. Failure to pay for nursing home care or repeated late payment **shall** result in dismissal from the Home. Such dismissal shall require a major of the Board members present at a Board meeting. Residents whose care accounts become 90 days delinquent, and who do not enter into a signed agreement (with guarantor) to bring and keep the account current, **shall be discharged.** The Executive Director is authorized to use all state laws to recoup monies due the Home for nursing home care. Residents entering a Home and having insufficient funds to cover care costs (e.g. awaiting start/increase in VA pension benefits) or who, subsequent to admission allows an arrears in his/her care account to occur, **must** have **all** income come directly to the SVAB with the SVAB being authorized to deposit such income into the resident's personal funds account and to transfer such agreed upon amounts from that personal funds account for purposes of payment on the resident's care account. Branch Directors , with approval of the Executive Director, may waive requirement as stipulated in the preceding sentence.

4. If a resident account balance reaches $4,000, the account shall be turned over to the SVAB attorney for collection. If the account balance reaches $6,000, the resident may be discharged.

5. There will be a $10.00 charge for each returned check.

6. PRIVATE ROOMS: The policy and priority for private room assignment is as follows:

(a) Contagious or infectious disease;

(b) Oxygen or terminally ill;

(c) Female admissions (where private room is available and female is #1 on the waiting list and home occupancy would preclude admittance of the female); and

(d) First come - first served(any occupant of a private room, due strictly to the choosing of the resident, will be charged an additional $100.00 per month for each month in which a private room is occupied - irregardless of length of occupancy).

NOTE: Private room occupants in categories a, b, and/or c will vacate the private room when the conditions(s) and /or situation is resolved. Private room occupants from category d will be required to vacate the private room for category a, b, and /or c (category c is applicable only if the room is needed to facilitate admission/accommodation of a female) residents on a last in, first out basis (name would be placed back at the top of the first come first served waiting list).

u. There shall not be any income and /or net worth bar for admission to a State Veterans Home.

v. Residents are encouraged to deposit excess personal funds with the State Veterans Affairs Board. Such funds will be held on deposit in an interest-bearing account in a local bank account. There is no charge for this service.

w. If requested and appointed by appropriate authority, the Veterans Affairs Board will act as fiduciary for incompetent residents. However, the Board will NOT accept this appointment unless ALL income (from all sources) is also under the Board's control. This is to permit the Board to be able to comply with regulations and policies requiring timely and accurate reporting of the resident's income and assets (as fiduciary, the Board becomes liable for the consequences of inaccurate and or untimely reports).

x. Residents shall recognize that the Home will be operated in full compliance with the Civil Rights Act without discrimination as to race, color, creed or religion.

y. Residents shall be responsible for the cost of non emergency transportation if their medical condition would make it unsafe to transport utilizing the SVAB vehicles. In addition, SVAB transportation, to other than VA appointments, will be provided on an as

available basis - the resident will be responsible for arranging and paying for the cost of transportation in those instances where SVAB transportation is not available.

z. **SEARCHES:** The following policy shall be enforced to assist in deterring theft of residents', visitor's and employees' personal property; and property belonging to the State of Mississippi.

1. The Homes may conduct unannounced searches, for illegal drugs, alcohol, or stolen property, of items and vehicles owned by the State of Mississippi, employees, residents, and/or visitors on Home premises at any time without reasonable suspicion. This includes desks, lockers, etc. All individuals are expected to cooperate during such searches.

2. Searches of employees, residents, and /or visitors and their personal property may be conducted on random basis or when there is reasonable suspicion to believe that such individual(s) may be in possession of non-permitted contraband and /or stolen items. Such searches will be limited to requesting the removal of hats, shoes, coats, or other outerwear, purses and other unsecured personal possessions for search purposes, asking that individual(s) turn their pockets, and observing what is in plain sight. Purses, briefcases, bags and any other parcels may also be completely searched on a random basis or when there is reasonable suspicion to believe that the individual(s) may have non-permitted contraband or stolen items in their possession.

3. Searches of vehicles may be conducted when on a random basis or when there is reasonable suspicion that illegal drugs, alcohol, or stolen goods are in the vehicle.

4. An employee's consent to this search is required as a condition of employment and the employee's refusal to consent may result in disciplinary action including termination even for a first refusal. A resident's consent to this search is a condition for admittance and continued residency. A resident's refusal to consent will result in discharge even for a first refusal. A visitor's refusal to consent may result in visitor's being barred from the facility.

3. Advanced Directives:

A competent person, of legal age, has the right to accept or refuse medical or surgical treatment. In general, an individual has the right to make health care decisions for themselves. Generally, if you are a competent adult, you can consent to any treatment of care which will become effective if the individual is no longer competent to make treatment decisions. These instructions are commonly referred to as "Advance Directives." An Advanced Directive can be a LIVING WILL, A DURABLE POWER OF ATTORNEY FOR HEALTH CARE, or other evidence of the individual's

wishes concerning health care decisions.

a. A Living Will is a directive to be allowed to die naturally. The Living Will comes into play only when the attending physician, along with two (2) other physicians, believes that the individual will not regain consciousness or a state of health that is meaningful to the individual and but for the use of life -sustaining mechanisms, the individual would soon die.

b. A Durable Power of Attorney for Health Care (DPAHC) is a document where an individual designates someone as their agent to make health care decisions for them if the are unable to make such a decision. The DPAHC comes into play when the individual cannot make a health care decision either because of a permanent or temporary illness or injury. The DPAHC must specifically authorize the individual's attorney in fact to make health care decisions for the individual and must contain the standard language set out in the law. Other wise, the DPAHC can contain any instruction which the individual wishes.

c. Decisions to accept or refuse treatment, internal nutrition via feeding tubes or gastric devices, and/or artificial hydration rest with the resident or appropriate legal representative. The Mississippi State Veterans Home and employees have no official opinion on the care and treatment decisions of the individual residents.

d. It is the policy of Mississippi State Veterans Homes to follow the directions given by each resident with regard to accepting or refusing treatment to the extent permitted by law and within State Veterans affairs Board policy.

e. No individual shall be discriminated against or have care conditioned on whether the individual has executed any advance directive.

f. SUCCESSION OF SURROGATES: If an incompetent resident did not execute and advance directive specifying care and treatment decisions while still competent, Mississippi State Veterans homes will consult with the appropriate person from the following list of successions:

(1) Attorney-in-fact (designated by the Durable Power of Attorney for Health Care);

(2) Court appointed guardian;

(3) Spouse;

(4) Adult children (all adult children are co-equal);

(5) Parent(s)

(6) Adult siblings (all adult siblings are co-equal); and

(7) Grand parents (maternal and paternal grandparents are co-equal if the father is authorized and is legitimate, otherwise, maternal grandparents shall have priority over paternal grandparent).

g. The State Veterans Affairs Board will provide a copy of its advanced directives policy to all applicants, for admission to a Mississippi State Veterans Home, as part of the application package.

h. Any Mississippi State Veterans Home Social Worker will provide the resident or personal representative with written information concerning advanced directives and rights under law and on the facility's policies regarding advanced directives and refusal of medical treatment.

SUSTENANCE POLICY: It is the policy of the Mississippi State Veterans Affairs Board to treat internal nutrition via feeding tubes or other gastric devices as a basic comfort and care measure rather than an artificial life support mechanism. A resident who refuses food, assistance with feeding, and /or placement of feeding devices and who desires to transfer to another facility will be assisted in that process by facility staff members

NOTE: This policy only applies to those forms of treatment normally available at Mississippi State Veterans Homes.

CARDIOPULMONARY RESUSCITATION (CPR) POLICY: In the event of cardiopulmonary arrest:

a. Basic CPR will be performed if there is a staff member available with the requisite skills and knowledge to perform basic CPR, UNLESS, in the opinion of the physician, this intervention is medically unnecessary or inappropriate OR the resident (or surrogate) has directed AGAINST this action.

b. An ambulance will be summoned unless, in the opinion of the physician, this intervention is medically unnecessary or inappropriate.

4. Donated Funds:

The Mississippi State Veterans Affairs Board is charged with the authority and obligation of operating the Mississippi State Veterans homes which are established pursuant to Sections 35-1-19 to 35-1-29 of the Mississippi Code of 1972 as amended. The Board is further authorized to adopt such policies and prescribe such regulations as it may deem necessary for the proper administration of its duties under the law. Finally the Board is further authorized, pursuant to

Section 35-1-29, to receive and accept gifts and\or donations for the benefit of the Mississippi State Veterans Homes and to use said gifts for carrying out the object and purpose of the Mississippi State Veterans Homes. The Board's policies and guidelines for the use of said funds, are hereby set forth.

a. The Board will accept private donations from any source with the understanding that the donation may be designated for general use in the discretion of the Board or for use for a specific purpose. All donated funds will be used for the general welfare and benefit of all the residents.

b. Any person or entity specifying a particular use for donated funds should do so in writing. The funds so received shall be earmarked for the particular purpose and expended only for that purpose. If the Board determines that the purpose for which the funds have been designated is not a realistic purpose or is not legal or otherwise appropriate, then the Board shall return said funds to the donor with a specific statement of the reason why the funds cannot be used for the particular, designate purpose.

c. The Board shall only use accrued interest from donated funds previously received and hereafter received where such donated funds were/are given with the understanding that the principle would be placed in an endowment with only accrued interest being expended. However, the Board may expend such principle on a two-thirds(2/3 vote of Board members present for an emergency or other special circumstance relating to the health, safety, and welfare of Home residents for which state or federal funds cannot be (or cannot be timely used for that emergency or special circumstance.

d. Any funds received from any person or entity for which a specific purpose is not designated shall be placed in a general donation fund for use in the discretion of the Board (two-thirds vote of members present required) pursuant to Board Policies and guidelines. Examples of appropriate expenditures of <u>not</u>-specified donated funds are as follow:

1. Christmas presents

2. Movies, parties, and other types of entertainment. This would include equipment such as popcorn machine, ice cream machine, aquarium, etc.

3. Other items for which state or federal funds cannot be (or cannot be timely) used.

e. The staff of the State Veterans Affairs Board shall provide the Board with a monthly report on the status of the private donations account. Said report shall include the following details:

1. Balance

2. Interest

3. Expenditures and other expenses

4. Donations received

5. Any other information deemed appropriate by the Board.

f. The State Veterans Affairs Board shall provide an annual report on donations received and expenditures, including accrued interest, from donated funds to donors and other interest, from donated funds to donors and other interested parties.

5. Personal Services Contracts:

a. The State Veterans Affairs Board shall enter into personal services contracts, in accordance with State and/or Federal policies, rules, and regulations, as the board deems necessary to carry out the duties assigned by Title 35, Chapter 1, Mississippi Code annotated (1972).

b. Personal services contracts will be renewed upon expiration EXCEPT in those instances where a majority of the Board finds the contract to no longer be needed or becomes dissatisfied with the contractor's performance. In these instances, the Board will seek replacement of th contractor utilizing a formal bid process or by accepting quotes (as applicable). The key consideration being contractor performance.

c. Personal services contracts may be terminated prior to expiration with termination being, normally, for cause and in accordance with the terms of the contract.

d. All personal services contracts shall contain a clause mandating that the contractor meet with the Board or its representative upon request.

6. Vehicles:

State Veterans Affairs Board vehicles will be used only for official business as necessary to carry out the duties of the Board.

7. Travel:

a. Board members will, when practical, attend meetings of veterans groups or other organizations where attendees are likely to have interest in issues affecting veterans, availing themselves of such opportunities as a means of reaching and informing as many

veterans as possible of benefits and programs available to the state's veterans population.

1. Board members will only receive per diem for those days on which the Board member is primarily engaged in Board business.

NOTE: Board members **will not** be paid per diem for attending conventions and/or conferences (except or NASDVA), in or out of state, unless the Board is also meeting at that location **and** reimbursement for travel expenses for Board members' attendance of out of state conferences and/or conventions will be limited (the NASDVA conference would not count against this limit) to one (1) trip each fiscal year.

2. Taxable meals will not be reimbursed.

3. Travel reimbursement for use of privately owned vehicles will be at the current rate with mileage being computed from departure city to destination city using a "recognized" road map.

4. All travel that is reasonably anticipated will be pre-approved by the Board (**EXCEPT:** Routine travel performed by the SAA to inspect, approve, and supervise schools and other training establishments as part of its operation is at the discretion of the Executive Director and shall require no further specific approval action by the Board) with record of that approval being spread on the Board minutes. Travel that could not be reasonably anticipated may be authorized by the Executive Director but still must be approved by the Board (Board action to be spread on minutes).

b. The Executive Director shall assign appropriate staff personnel to attend conferences, conventions, and Service Officer's schools when such attendance is in the interest of service work and the cost is considered practical and within budgetary limits.

c. Staff Personnel will visit counties, at the direction of the Executive Director, for the purpose of contacting, informing and assisting county and local service officers with special problems. Such visits will be as methodical as the work load and personnel will permit. The visits will be made to the representative of the commission in person. Special visits may be authorized by the Executive Director as required.

8. POW\Congressional Medal of Honor Auto Tag:

a. The Board shall issue a certificate that will be used to establish the eligibility of an individual to receive a tax free auto tag in accordance with MS Code 1972, Annotated,

Section 27-19-54.

b. The following items will be accepted as proof of an individual's prisoner of war status:

1. Original letter mailed home from POW camp
2. Original newspaper clippings
3. Original war claims letter
4. Original telegrams
5. Discharge
6. VA Records

9. County Veterans Service Officer Training and Certification:

The Board shall provide training and certification of County Veteran Service Officers in accordance with MS Code of 1972, annotated, Section 35-3-21. In addition, County Service Officers under going initial certification will be required to receive one (1) day of training at the Commission Claims Office with the Commission providing two (2) days (different sessions) of on site training.

10. FIXED ASSET ACCOUNTING POLICES AND PROCEDURES

The State Veterans Affairs Board has implemented the TRACK computerized inventory bar code and scanning system assist in maintaining a complete and current inventory of property items that cost $500.00 or more and for items listed below.

Weapons
Cameras and Camera Equipment
Tape Recorders
Two-Way Radio Equipment
Typewriters
Appliances (refrigerators, freezers, air conditioners, stoves, microwave ovens, etc.)
Televisions, VCR
Lawn Maintenance Equipment
Sterling Silver
Cellular Telephones
Computers and computer Equipment
Chain Saws
Air Compressors
Welding Machines
Generators
Motorized Vehicles
Dictating Equipment

Antiques

The TRACK system will aid in internal and State Property Control Division audits of our property inventory.

POLICY

Responsible Parties

Each division director will be responsible for the equipment items located in their division. This responsibility includes doing periodic visual checks of equipment in their areas as well as informing the agency property officer of additions of equipment, repairs , disposals, and missing items as prescribed in the procedures listed below.

Equipment items such as pagers, cellular phones, and laptop computers will be assigned to specified employees. Employees assigned these items may be held financially responsible in the case of loss of, theft of, or damage to these items.

Internal Audits

The agency's property officer and a designee will conduct an annual physical audit of all agency equipment to identify all equipment items.

The maintenance supervisor at each of our nursing homes will do a complete physical audit of all maintenance equipment on a monthly base. If any items are missing, the
supervisor is to follow the procedures listed below for reporting missing equipment.

PROCEDURES

A. Properly Secured Equipment

All audio and visual equipment is to be stored in a secured area when not in use.

B. Equipment Additions

(1) PACKING SLIPS

When new equipment is purchased for the homes, the division director or his/her designee will need to forward the packing slip to the administrative office. The packing slip must indicate that the item has been received in good condition. The packing slip should then be dated and initialed by the person that took delivery of

the equipment item.

(2) EQUIPMENT ADDITION FORM

The branch director or his/her designee will need to record dates received, the manufacturer, description of property, and serial number on the equipment addition form. This form is to e submitted once a month to the property officer. The form must be received by the 5th of the month following receipt of the goods.

C. Equipment Repair and Disposal

(1) EQUIPMENT REPAIR

When equipment needs to be repaired, call the property officer. You will be asked for the equipment's inventory number, serial number and description of the problem. The property officer will check to see if the equipment is under warranty or a maintenance agreement and inform you of what steps to take to have the equipment repaired.

(2) EQUIPMENT DISPOSAL

Equipment will only be disposed after it has been determined that it cannot be repaired or the cost of repair is too great. Once an item has been deemed to be un-repairable, the division director or his/her designee will record the date that the item was deemed un-repairable, a description of the property, the item's equipment inventory number and the serial number on the request for disposal form. This form should then be forwarded to the property officer. After the form has been completed, the piece of equipment should then be placed in a secure area. Equipment items to be disposed of are not to be taken out of the secure area until the property officer has contacted the division director with instructions of how and when to dispose of the property.

D. Missing Equipment

When an equipment item is missing, the division director must call the police or sheriff's office and report the missing item. The division director will then send a memo to the property officer stating the date the item was found to be missing, description of the item, and giving the police report number.

11. Cellular Telephones

Cellular telephones may be obtained by the State Veterans Affairs Board and issued or assigned to individuals as deemed necessary to promote the efficient operation of the

agency and to provide for the safety and well being of employees and for those in our care.

State Veterans Affairs Board employees or units assigned a cellular telephone are responsible for the proper care and operation of such equipment. Theft, damage or malfunction should be reported to the Director of Accounting and Finance immediately.

Administrative office personnel shall routinely review cellular telephone billings/audits to determine if unauthorized cellular calls are being made. Unauthorized cellular calls are to be reported to the Executive Director.

Cellular telephones are to be utilized for official business purposes only and the cost of unauthorized cellular calls are the responsibility of the employee making that call. Unauthorized calls may lead to an employee receiving a verbal or written reprimand, suspension or termination.

Cellular telephones utilized by the State Veterans Homes (SVH) are intended for official business only and are not intended for routine personal use. It is acceptable for the SVH van driver and/or CNA/DCW accompanying the van to briefly utilize the cellular telephone to notify appropriate family members when a late return to the SVH creates unanticipated problems for the SVH employee, for their spouse, their children or parents.

12. Effective date:

This regulation supersedes policy documented dated October 25, 2004, and shall take effect and be in force after proper filing with the Secretary of State.