

Guide to the Visiting Nurse Association of Northern Virginia records, 1938-1997

Visiting Nurse Association of Northern Virginia records
1938-1997

A Collection in Special Collections and Archives C0054
George Mason University Libraries
2011

History

Processed by: Special Collections and Archives Staff

Title Statement

Guide to the Visiting Nurse Association of Northern Virginia records, 1938-1997

Subtitle: Visiting Nurse Association of Northern Virginia

Collection: C0054

Author: FINDING AID AUTHOR

Publication Statement

Date: 2006 By George Mason University Libraries. All rights reserved.

Publisher: George Mason University Libraries

Profile Description

Creation: Machine-readable finding aid derived from being created directly into EAD, created by FINDING AID ENCODER, FINDING AID ENCODED DATE

Language Usage: Description is in English

Revision Description

2013-11-21 Converted to schema conforming EAD by dtd2schema.vh.xsl.

Descriptive Summary

Collection number

C0054

Date

1938-1997

Language

English

Abstract

This collection contains nearly fifty years of records of the Visiting Nurse Association of Northern Virginia. Materials include meeting minutes, financial statements, correspondence, reports, and memoranda.

Creator

Visiting Nurse Association of Northern Virginia

Physical Characteristics

16.5 linear ft.

Repository

George Mason University. Special Collections and Archives.

Administrative Information

Access Restrictions

Collection is open to research.

Use Restrictions

There are no restrictions.

Acquisition Information

Collection donated by Emilie Deady in 1998.

Processing Information

Processed in 2011 by Leah Donnelly. EAD markup completed by Eron Ackerman and Jordan Patty in August 2009. Additional EAD markup completed by Leah Donnelly in March 2011

Preferred Citation

Visiting Nurse Association of Northern Virginia records, Collection #C0054, Special Collections and Archives, George Mason University.

Adjunct Descriptive Data

Related Material

Special Collections and Archives also holds other collections that contain material on health care in Virginia.

Historical Information

The Visiting Nurse Association of Northern Virginia was founded under the not-for-profit company Visiting Nurse Home Care, Inc. in 1937 to provide medical care across the Northern Virginia region. Under a team of physicians, registered nurses, home health aides, volunteers, and social workers, the services offered by the Association and the VNA Community Hospice include skilled nursing care, home health aide service, rehabilitation therapy, social work, and a volunteer program. Its area of expertise encompasses such diverse health-care provision as preventative care for diabetes and health education, mental health treatment, home infusion therapy, AIDS treatment, and assistance and counseling for the terminally ill and their families.

Scope and Content

This collection contains nearly sixty years of records of the Visiting Nurse Association of Northern Virginia. Materials include meeting minutes, financial statements, correspondence, reports, and memoranda.

The meeting minutes in Series 1 are sub-divided into two sub-series according to group: VNA Board of Directors (1.1) and Other Committees (1.2). The first sub-series covers the agendas, activities, and administrative decisions of the Board of Directors from meeting held between 1937 and 1997 as well as the minutes for the Executive Committee and joint committee meetings with the Board and Board Retreats. The second sub-series contains the meeting minutes from the numerous VNA committees including the VNA Community Hospice, Finance Committee, Mid-Management Committee, and the Professional Advisory Committee.

The correspondence in Series 2 covers the years 1937 to 1997 with the bulk of the materials falling in the 1970s-1980s. The correspondence documents communications between the VNA and the Board of Directors, outside hospitals, legal counsel, and citizens who used the VNA services.

Series 3 is arranged by subject and contains files that contain information related to events that were important in the administration of the VNA. Prominent subjects include by-laws, contracts, informational pamphlets, materials related to the VNA's National League of Nursing (NLN) accreditation, and the merger of the VNA with INOVA. The materials cover the date range of 1937 to 1997.

Series 4 contains photographs from the VNA. The images include nurses making house calls in a number of different settings, including rural homes and elder care centers. The photographs show nurses in their uniforms working with patients in a variety of tasks: conducting clinical tests, providing, physical therapy, and conducting speech and occupational therapy. Other images are from award ceremonies, banquets, and receptions. There are a number of undated images, but the bulk of photographs are from 1955 through the

1970s.

The oversize materials in Series 5 date from 1959 to 1997. Objects include award plaques, organizational membership certificates, and the pages of a large scrapbook, which covers the years 1959 through 1964 and contains a large amount of news clippings about the VNA.

Index Terms

Corporate Names:

Visiting Nurse Association of Northern Virginia.

Subjects:

Medical care--Virginia.

Nursing services--Virginia.

Arrangement

This collection is organized into 5 series by document type and subject; the first series (meeting minutes) is divided into 2 sub-series by committee type. Series 3 is arranged alphabetically by subject.

- Series 1: Meeting Minutes, 1937-1997 (Box 1-16)
- Series 2: Correspondence, 1930s-1997 (Box 17-18)
- Series 3: Subject Files, 1930s-1997 (Box 19-30)
- Series 4: Photographs, 1955-ca.1979 (Box 31)
- Series 5: Oversize Materials, 1959-1997 (Box 32-33)

Contents List

Series 1: Meeting Minutes,

Unit Date 1937-1997

Scope and Content

This series is divided into two sub-series: minutes from the Board of Directors and minutes collected from other committees.

Subseries 1.1: VNA Board of Directors Meetings,

Unit Date 1937-1997

Board Membership Lists (1 of 2),

Unit Date 1937-1994

Container 1 (box)

Container 1 (Folder)

Board Membership Lists (2 of 2),

Unit Date 1937-1994

Container 1 (box)

Container 2 (Folder)

Committee Assignments,

Unit Date 1943-1992

Container 1 (box)

Container 3 (Folder)

Board Orientation Materials (1 of 2),

Unit Date 1963-1966

Container 1 (box)

Container 4 (Folder)

Board Orientation Materials (2 of 2),

Unit Date 1967-1987

Container 1 (box)

Container 5 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1937

Container 2 (box)

Container 1 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1938

Container 2 (box)

Container 2 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1939

Container 2 (box)

Container 3 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1940

Container 2 (box)

Container 4 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1941

Container 2 (box)

Container 5 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1942

Container 2 (box)

Container 6 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1943

Container 2 (box)

Container 7 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1944

Container 2 (box)

Container 8 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1945

Container 2 (box)

Container 9 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1946

Container 2 (box)

Container 10 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1947

Container 2 (box)

Container 11 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1948

Container 2 (box)

Container 12 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1949

Container 2 (box)

Container 13 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1950

Container 2 (box)

Container 14 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1951

Container 2 (box)

Container 15 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1952

Container 2 (box)

Container 16 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1953

Container 2 (box)

Container 17 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1954

Container 2 (box)

Container 18 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1955

Container 2 (box)

Container 19 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1956

Container 2 (box)

Container 20 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1957

Container 2 (box)

Container 21 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1958

Container 2 (box)

Container 22 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1959

Container 2 (box)

Container 23 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1960

Container 2 (box)

Container 24 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1961

Container 2 (box)

Container 25 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1962

Container 2 (box)

Container 26 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1963

Container 2 (box)

Container 27 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1964

Container 2 (box)

Container 28 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1965

Container 2 (box)

Container 29 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1966

Container 2 (box)

Container 30 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1967

Container 2 (box)

Container 31 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1967-1968

Container 3 (box)

Container 1 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1968

Container 3 (box)

Container 2 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1969

Container 3 (box)

Container 3 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1970

Container 3 (box)

Container 4 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1970-1971

Container 3 (box)

Container 5 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1971

Container 3 (box)

Container 6 (Folder)

Board of Directors: Executive Committee Meeting Minutes,

Unit Date 1973

Container 3 (box)

Container 8 (Folder)

Board of Directors Meeting Minutes,

Unit Date January-June, 1974

Container 3 (box)

Container 9 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1975

Container 3 (box)

Container 10 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1976

Container 3 (box)

Container 11 (Folder)

Board Referendum: Bookkeeping Machine,

Unit Date 1976

Container 3 (box)

Container 12 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1977

Container 3 (box)

Container 13 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1978

Container 3 (box)

Container 14 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1979

Container 3 (box)

Container 15 (Folder)

Board of Directors and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1980

Container 3 (box)

Container 16 (Folder)

Board of Directors and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1981

Container 3 (box)

Container 17 (Folder)

Board of Directors and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1982

Container 4 (box)

Container 1 (Folder)

Board of Directors and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1983

Container 4 (box)

Container 2 (Folder)

Board of Directors and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1984

Container 4 (box)

Container 3 (Folder)

Board of Directors and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1985

Container 4 (box)

Container 4 (Folder)

Board Retreat,

Unit Date 1985

Container 4 (box)

Container 5 (Folder)

Full Board Minutes (1 of 2),

Unit Date Fiscal Year 1986

Container 4 (box)

Container 6 (Folder)

Full Board Minutes (2 of 2),

Unit Date Fiscal Year 1986

Container 4 (box)

Container 7 (Folder)

Joint Meeting of the Board of Directors and Finance Committee,

Unit Date 1986-1987

Container 4 (box)

Container 8 (Folder)

Board of Directors Meeting Minutes (1 of 2),

Unit Date 1986-1987

Container 4 (box)

Container 9 (Folder)

Board of Directors Meeting Minutes (2 of 2),

Unit Date 1986-1987

Container 4 (box)

Container 10 (Folder)

Board Retreat,

Unit Date 1986

Container 5 (box)

Container 1 (Folder)

Board Retreat,

Unit Date Fiscal Year 1987

Container 5 (box)

Container 2 (Folder)

Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1988

Container 5 (box)

Container 3 (Folder)

Full Board Meeting Minutes (1 of 2),

Unit Date Fiscal Year 1988

Container 5 (box)

Container 4 (Folder)

Full Board Meeting Minutes (2 of 2),

Unit Date Fiscal Year 1988

Container 5 (box)

Container 5 (Folder)

Full Board Meeting Minutes,

Unit Date Fiscal Year 1989

Container 5 (box)

Container 6 (Folder)

Full Board and Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1989

Container 5 (box)

Container 7 (Folder)

Full Board Meeting Minutes,

Unit Date July-December 1989

Container 5 (box)

Container 8 (Folder)

Board of Directors Meeting Minutes,

Unit Date July-December 1989

Container 5 (box)

Container 9 (Folder)

Board of Directors Meeting Minutes (1 of 2),

Unit Date January-June 1990

Container 6 (box)

Container 1 (Folder)

Board of Directors Meeting Minutes (2 of 2),

Unit Date January-June 1990

Container 6 (box)

Container 2 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1991: September 1990-January 1991

Container 6 (box)

Container 3 (Folder)

Board of Directors Meeting Minutes,

Unit Date Fiscal Year 1991: February 1991-June 1991

Container 6 (box)

Container 4 (Folder)

Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1991

Container 6 (box)

Container 5 (Folder)

Board of Directors Meeting Minutes,

Unit Date June 1991-November 1991

Container 6 (box)

Container 6 (Folder)

Executive Committee Meeting Minutes,

Unit Date Fiscal Year 1992

Container 6 (box)

Container 7 (Folder)

Board of Directors Meeting Minutes (1 of 2),

Unit Date Fiscal Year 1992

Container 7 (box)

Container 1 (Folder)

Board of Directors Meeting Minutes (2 of 2),

Unit Date Fiscal Year 1992

Container 7 (box)

Container 2 (Folder)

Hospice and VNA Board of Directors Retreat,

Unit Date September 1992

Container 7 (box)

Container 3 (Folder)

Board of Directors Meeting Minutes (1 of 2),

Unit Date Fiscal Year 1993: July-December 1992

Container 7 (box)

Container 4 (Folder)

Board of Directors Meeting Minutes (2 of 2),

Unit Date Fiscal Year 1993: July-December 1992

Container 7 (box)

Container 5 (Folder)

Board of Directors Meeting Minutes (1 of 2),

Unit Date Fiscal Year 1993" January-June 1993

Container 7 (box)

Container 6 (Folder)

Board of Directors Meeting Minutes (2 of 2),

Unit Date Fiscal Year 1993" January-June 1993

Container 7 (box)

Container 7 (Folder)

Board of Directors Meeting Minutes (1 of 2),

Unit Date 1996

Container 8 (box)

Container 1 (Folder)

Board of Directors Meeting Minutes (2 of 2),

Unit Date 1996

Container 8 (box)

Container 2 (Folder)

Board of Directors Meeting Minutes,

Unit Date June-December 1996

Container 8 (box)

Container 3 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1996

Container 8 (box)

Container 4 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1996-1997

Container 8 (box)

Container 5 (Folder)

Board of Directors Meeting Minutes,

Unit Date 1997

Container 8 (box)

Container 6 (Folder)

Subseries 1.2: VNA Other Committee Meetings,

Unit Date 1937-1997

485/486 Review Meeting Minutes,

Unit Date 1982

Container 9 (box)

Container 1 (Folder)

Ad-Hoc Committees,

Unit Date 1983-1988

Container 9 (box)

Container 2 (Folder)

All-Staff Meeting Minutes,

Unit Date 1979-1988

Container 9 (box)

Container 3 (Folder)

Alpha Home Care Board Meeting Minutes,

Unit Date 1993-1994

Container 9 (box)

Container 4 (Folder)

Anniversary/Fundraising Committee,

Unit Date 1981-1989

Container 9 (box)

Container 5 (Folder)

Annual Planning Meeting Minutes,

Unit Date 1983-1989

Container 9 (box)

Container 6 (Folder)

Audit Committee Minutes,

Unit Date April 1983-November 1989

Container 9 (box)

Container 7 (Folder)

Bonus System Task Force Committee,

Unit Date 1989

Container 9 (box)

Container 8 (Folder)

Classification System Meeting Minutes,

Unit Date 1983-1984

Container 9 (box)

Container 9 (Folder)

Clinical Management Meeting Minutes (1 of 2),

Unit Date 1986-1989

Container 9 (box)

Container 10 (Folder)

Clinical Management Meeting Minutes (2 of 2),

Unit Date 1986-1989

Container 9 (box)

Container 11 (Folder)

VNA Community Hospice (1 of 2),

Unit Date July-December 1996

Container 9 (box)

Container 12 (Folder)

VNA Community Hospice (1 of 2),

Unit Date July-December 1996

Container 10 (box)

Container 1 (Folder)

VNA Community Hospice,

Unit Date 1997

Container 10 (box)

Container 2 (Folder)

Computer Committee,

Unit Date Fiscal Year 1983, Fiscal Year 1989

Container 10 (box)

Container 3 (Folder)

Constitution and By-Law Committee Minutes,

Unit Date 1955,1963,1973,1977

Container 10 (box)

Container 4 (Folder)

Coordinator Meeting Minutes,

Unit Date 1982-1989

Container 10 (box)

Container 5 (Folder)

Development Committee Minutes,

Unit Date 1988

Container 10 (box)

Container 6 (Folder)

Extended Hours Team Minutes,

Unit Date 1987-1988

Container 10 (box)

Container 7 (Folder)

Finance Committee Minutes,

Unit Date 1952-1985

Container 10 (box)

Container 8 (Folder)

Finance Committee Minutes,

Unit Date Fiscal Year: 1986

Container 10 (box)

Container 9 (Folder)

Finance Committee Minutes,

Unit Date Fiscal Year: 1987

Container 10 (box)

Container 10 (Folder)

Finance Committee Minutes,

Unit Date Fiscal Year: 1988

Container 11 (box)

Container 1 (Folder)

Finance Committee Minutes,

Unit Date Fiscal Year: 1989

Container 11 (box)

Container 2 (Folder)

Finance Committee Minutes,

Unit Date Fiscal Year: 1990

Container 11 (box)

Container 3 (Folder)

Forms Committee Meeting Minutes,

Unit Date 1988-1989

Container 11 (box)

Container 4 (Folder)

Future Task Form Meeting Minutes,

Unit Date Fiscal Year: 1986

Container 11 (box)

Container 5 (Folder)

Future Task Form Meeting Minutes,

Unit Date Fiscal Year: 1987

Container 11 (box)

Container 6 (Folder)

Holding Company Meeting Minutes,

Unit Date Fiscal Year: 1985

Container 11 (box)

Container 7 (Folder)

Holding Company Meeting Minutes,

Unit Date Fiscal Year: 1986

Container 12 (box)

Container 1 (Folder)

Holding Company Meeting Minutes,

Unit Date Fiscal Year: 1987

Container 12 (box)

Container 2 (Folder)

Holding Company Meeting Minutes (1 of 2),

Unit Date Fiscal Year: 1988

Container 12 (box)

Container 3 (Folder)

Holding Company Meeting Minutes (2 of 2),

Unit Date Fiscal Year: 1988

Container 12 (box)

Container 4 (Folder)

Home Health Aide (HHA) Staff Meeting Minutes,

Unit Date 1979-1985

Container 12 (box)

Container 5 (Folder)

Home Health Aide (HHA) Team Meeting Minutes,

Unit Date 1987, 1989

Container 12 (box)

Container 6 (Folder)

Home Health Services Meeting Minutes,

Unit Date 1988-1989

Container 12 (box)

Container 7 (Folder)

Intake Evaluation Meeting Minutes,

Unit Date 1986

Container 12 (box)

Container 8 (Folder)

Inservice Committee Meeting Minutes,

Unit Date 1982-1989

Container 12 (box)

Container 9 (Folder)

IV Team Meeting Minutes,

Unit Date 1985-1989

Container 12 (box)

Container 10 (Folder)

Legislative Committee Meeting Minutes,

Unit Date 1986

Container 12 (box)

Container 11 (Folder)

Medical Advisory Committee Meeting Minutes,

Unit Date 1937-1976

Container 13 (box)

Container 1 (Folder)

Mid-Management Minutes,

Unit Date April-June 1979

Container 13 (box)

Container 2 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1980

Container 13 (box)

Container 3 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1981

Container 13 (box)

Container 4 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1982

Container 13 (box)

Container 5 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1983

Container 13 (box)

Container 6 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1984

Container 13 (box)

Container 7 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1985

Container 13 (box)

Container 8 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1986

Container 13 (box)

Container 9 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1987

Container 13 (box)

Container 10 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1988

Container 13 (box)

Container 11 (Folder)

Mid-Management Minutes,

Unit Date Fiscal Year: 1989

Container 13 (box)

Container 12 (Folder)

Miscellaneous Special Meeting Minutes,

Unit Date 1985-1988

Container 13 (box)

Container 13 (Folder)

Night Staff Meeting Minutes,

Unit Date 1983-1987

Container 13 (box)

Container 14 (Folder)

Nominating Committee Minutes,

Unit Date 1980-1989

Container 14 (box)

Container 1 (Folder)

Nursing Committee,

Unit Date 1938-1950

Container 14 (box)

Container 2 (Folder)

Office Policy/Procedures Task Force Minutes,

Unit Date 1982-1989

Container 14 (box)

Container 3 (Folder)

Orders Task Force Meeting Minutes,

Unit Date 1988

Container 14 (box)

Container 4 (Folder)

Patient Education Committee Meeting Minutes,

Unit Date 1981-1989

Container 14 (box)

Container 5 (Folder)

Personnel Committee Meeting Minutes,

Unit Date 1980-1985

Container 14 (box)

Container 6 (Folder)

Personnel Committee Meeting Minutes,

Unit Date 1986-1987

Container 14 (box)

Container 7 (Folder)

Personnel Committee Meeting Minutes,

Unit Date 1988

Container 14 (box)

Container 8 (Folder)

Personnel Committee Meeting Minutes,

Unit Date 1989

Container 14 (box)

Container 9 (Folder)

Power Board Member Lists,

Unit Date Undated

Container 14 (box)

Container 10 (Folder)

Product Committee Meeting Minutes,

Unit Date 1983-1984

Container 14 (box)

Container 11 (Folder)

Productivity Task Force Minutes,

Unit Date 1986-1989

Container 14 (box)

Container 12 (Folder)

Professional Advisory Committee Minutes,

Unit Date 1978-1981

Container 14 (box)

Container 13 (Folder)

Professional Advisory Committee Minutes,

Unit Date 1982-1984

Container 15 (box)

Container 1 (Folder)

Professional Advisory Committee Minutes,

Unit Date 1985

Container 15 (box)

Container 2 (Folder)

Professional Advisory Committee Minutes,

Unit Date 1986-1987

Container 15 (box)

Container 3 (Folder)

Professional Advisory Committee Minutes,

Unit Date 1988-1989

Container 15 (box)

Container 4 (Folder)

Public Relations Committee Minutes,

Unit Date 1981-1984

Container 15 (box)

Container 5 (Folder)

Record Committee Meeting Minutes,

Unit Date 1982-1986

Container 15 (box)

Container 6 (Folder)

Record Committee Meeting Minutes,

Unit Date Fiscal Year: 1989

Container 15 (box)

Container 7 (Folder)

Rehab Staff Meeting Minutes,

Unit Date 1980-1983

Container 15 (box)

Container 8 (Folder)

Rehab Quality Assurance Committee Minutes,

Unit Date 1987-1989

Container 16 (box)

Container 1 (Folder)

Secretarial Meeting Minutes,

Unit Date 1982-1988

Container 16 (box)

Container 2 (Folder)

Supply Committee Meeting Minutes,

Unit Date 1983

Container 16 (box)

Container 3 (Folder)

Survey Committee Meeting Minutes,

Unit Date 1983

Container 16 (box)

Container 4 (Folder)

Utilization Review Committee Minutes,

Unit Date 1971-1978

Container 16 (box)

Container 5 (Folder)

Utilization Review Committee Minutes,

Unit Date Fiscal Year: 1985

Container 16 (box)

Container 6 (Folder)

Utilization Review Committee Minutes,

Unit Date Fiscal Year: 1986

Container 16 (box)

Container 7 (Folder)

Utilization Review Committee Minutes,

Unit Date Fiscal Year: 1987

Container 16 (box)

Container 8 (Folder)

Utilization Review Committee Minutes,

Unit Date Fiscal Years: 1987 and 1989

Container 16 (box)

Container 9 (Folder)

Visiting Nurse Home Care Inc. Board Minutes,

Unit Date 1996-1997

Container 16 (box)

Container 10 (Folder)

Visiting Nurse Home Care Inc. Planning and Finance Committee Minutes (1 of 2),

Unit Date 1993-1995

Container 16 (box)

Container 11 (Folder)

Visiting Nurse Home Care Inc. Planning and Finance Committee Minutes (2 of 2),

Unit Date 1993-1995

Container 16 (box)

Container 12 (Folder)

Series 2: Correspondence,

Unit Date 1930s-1997

Scope and Content

This series contains correspondence produced and received by the VNA. Original filing conventions were maintained where applicable. When there was no apparent organizational structure, correspondence is arranged chronologically.

Correspondence related to Alexandria, Arlington, Fairfax Health Departments,

Unit Date 1957-1979

Container 17 (box)

Container 1 (Folder)

Correspondence related to Alexandria Health Department Contacts,

Unit Date 1984-1988

Container 17 (box)

Container 2 (Folder)

Correspondence with the Legal Office of Bean, Kinney, Korman, Hylton, etc. (1 of 2),

Unit Date 1969-1987

Container 17 (box)

Container 3 (Folder)

Correspondence with the Legal Office of Bean, Kinney, Korman, Hylton, etc. (2 of 2),

Unit Date 1969-1987

Container 17 (box)

Container 4 (Folder)

Correspondence with the VNA Board of Directors (1 of 2),

Unit Date 1972-1990

Container 17 (box)

Container 5 (Folder)

Correspondence with the VNA Board of Directors (2 of 2),

Unit Date 1972-1990

Container 17 (box)

Container 6 (Folder)

"The People Write," citizen correspondence (1 of 2),

Unit Date 1996

Container 17 (box)

Container 7 (Folder)

"The People Write," citizen correspondence (2 of 2),

Unit Date 1996

Container 18 (box)

Container 1 (Folder)

Professional Advisory Correspondence (1 of 2),

Unit Date 1978-1990

Container 18 (box)

Container 2 (Folder)

Professional Advisory Correspondence (2 of 2),

Unit Date 1978-1990

Container 18 (box)

Container 3 (Folder)

Legal Correspondence with attorney Janet Gilbert Ricciuti,

Unit Date Fiscal Year: 1994

Container 18 (box)

Container 4 (Folder)

Site Committee Correspondence,

Unit Date 1979

Container 18 (box)

Container 5 (Folder)

Correspondence related to Telephone Answering Service,

Unit Date 1974-1987

Container 18 (box)

Container 6 (Folder)

Various Correspondence,

Unit Date 1930s-1970s

Container 18 (box)

Container 7 (Folder)

Various Correspondence,

Unit Date 1930s-1970s

Container 18 (box)

Container 7 (Folder)

Various Correspondence,

Unit Date 1980s-1990s

Container 18 (box)

Container 8 (Folder)

Various Correspondence,

Unit Date Undated

Container 18 (box)

Container 9 (Folder)

Series 3: Subject Files,

Unit Date 1930s-1997

Scope and Content

This series contains files that are arranged by subject or events that were important in the administration of the VNA. Prominent subjects include By-laws, contracts, materials related to the VNA's National League of Nursing (NLN) accreditation, and the merger of the VNA with INOVA.

Articles of Incorporation,

Unit Date 1966, 1972, 1990

Container 19 (box)

Container 1 (Folder)

By-laws,

Unit Date 1960, undated

Container 19 (box)

Container 2 (Folder)

By-laws,

Unit Date 1983-1996

Container 19 (box)

Container 3 (Folder)

Executive Assistant Procedures,

Unit Date 1982-1990

Container 19 (box)

Container 4 (Folder)

"History of By-Laws of Corporation" (1 of 3) ,

Unit Date 1930s-1980s

Container 19 (box)

Container 5 (Folder)

"History of By-Laws of Corporation" (2 of 3) ,

Unit Date 1930s-1980s

Container 19 (box)

Container 6 (Folder)

"History of By-Laws of Corporation" (3 of 3) ,

Unit Date 1930s-1980s

Container 19 (box)

Container 7 (Folder)

"History of the Personnel Manual" and "Personnel Articles" (1 of 3),

Unit Date 1963-1981

Container 20 (box)

Container 1 (Folder)

"History of the Personnel Manual" and "Personnel Articles" (2 of 3),

Unit Date 1963-1981

Container 20 (box)

Container 2 (Folder)

"History of the Personnel Manual" and "Personnel Articles" (3 of 3),

Unit Date 1963-1981

Container 20 (box)

Container 3 (Folder)

Originals of New Procedures (Clinical),

Unit Date 1984

Container 20 (box)

Container 4 (Folder)

Policies, Guidelines, Job descriptions,

Unit Date 1945-1990

Container 20 (box)

Container 5 (Folder)

Contracts/Proposals/Agreements,

Unit Date 1950-1968

Container 20 (box)

Container 6 (Folder)

Contracts with various Virginia hospitals,

Unit Date 1978-1979

Container 20 (box)

Container 7 (Folder)

Contracts with Arlington County Schools (re: office space),

Unit Date 1979-1991

Container 21 (box)

Container 1 (Folder)

Contract with Georgetown University School of Medicine,

Unit Date 1981-1987

Container 21 (box)

Container 2 (Folder)

Office space leases, Vienna, VA,

Unit Date 1981-1985

Container 21 (box)

Container 3 (Folder)

Contracts with Department of Rehabilitation Services,

Unit Date 1982-1984

Container 21 (box)

Container 4 (Folder)

Contracts with Northern Virginia Doctors' Hospital,

Unit Date 1984-1986

Container 21 (box)

Container 5 (Folder)

Contracts/Proposals with Potomac Hospital,

Unit Date 1985

Container 21 (box)

Container 6 (Folder)

Contracts/Proposals with Kaiser-Georgetown HMO,

Unit Date 1984-1986

Container 21 (box)

Container 7 (Folder)

Contracts/Proposals/Agreements and related documents,

Unit Date 1984-1986

Container 21 (box)

Container 8 (Folder)

Contracts with Americare,

Unit Date 1984-1988

Container 21 (box)

Container 9 (Folder)

Contract with VNA Alliance Network,

Unit Date 1994-1996

Container 21 (box)

Container 10 (Folder)

Agency Certification of Funds,

Unit Date 1962-1965

Container 22 (box)

Container 1 (Folder)

Annual Budget Requests,

Unit Date 1957-1970

Container 22 (box)

Container 2 (Folder)

Cohen, Rutherford, Blum, and Schott: "Audited Financial Statements and Other Financial Information",

Unit Date 1997

Container 22 (box)

Container 3 (Folder)

Court Order Re: Last Will and Testament of Inez Lousie Cadel,

Unit Date 1964

Container 22 (box)

Container 4 (Folder)

CPA Finance Report,

Unit Date December 1960

Container 22 (box)

Container 5 (Folder)

Fee Plan Booklets,

Unit Date 1981, 1984

Container 22 (box)

Container 6 (Folder)

Financial Manual,

Unit Date 1984

Container 22 (box)

Container 7 (Folder)

Insurance Companies Financial Documents,

Unit Date 1950, 1977-1978

Container 22 (box)

Container 8 (Folder)

Monthly Financial Statements,

Unit Date 1963-1966 and 1969

Container 22 (box)

Container 9 (Folder)

Murray, Jonson, and White Tax Information,

Unit Date Fiscal Year: 1980

Container 22 (box)

Container 10 (Folder)

Statement of Visiting Nurse Expense and Cost per Visit,

Unit Date 1938-1940, 1949-1950

Container 22 (box)

Container 11 (Folder)

Miscellaneous Financial Materials, Budget Recapitulation,

Unit Date 1972

Container 22 (box)

Container 12 (Folder)

Blank Forms (1 of 3),

Unit Date 1979-1987

Container 22 (box)

Container 13 (Folder)

Blank Forms (2 of 3),

Unit Date 1979-1987

Container 22 (box)

Container 14 (Folder)

Blank Forms (3 of 3),

Unit Date 1979-1987

Container 23 (box)

Container 1 (Folder)

Alexandria VNA History: Correspondence, miscellaneous materials,

Unit Date 1943

Container 23 (box)

Container 2 (Folder)

History: Anniversary Celebrations, 25th and 40th,

Unit Date 1962-1977

Container 23 (box)

Container 3 (Folder)

History: Certificates,

Unit Date 1964-1984

Container 23 (box)

Container 4 (Folder)

History: Fact sheets, Philosophy, miscellaneous,

Unit Date 1960-1972

Container 23 (box)

Container 5 (Folder)

IVNA History: Written account with related correspondence,

Unit Date 1937-1953

Container 23 (box)

Container 6 (Folder)

IVNA History: Written account with related correspondence and agency membership,

Unit Date 1937-1966

Container 23 (box)

Container 7 (Folder)

IVNA History: Written account with related correspondence,

Unit Date 1937-1960s

Container 23 (box)

Container 8 (Folder)

IVNA History: Written account with related correspondence and fact sheets,

Unit Date 1940-1966

Container 23 (box)

Container 9 (Folder)

VNA History: Living with Cancer Project,

Unit Date 1984

Container 23 (box)

Container 10 (Folder)

VNA: Organization Charts,

Unit Date 1962-1989

Container 24 (box)

Container 1 (Folder)

VNA History: Written Accounts (1 of 2),

Unit Date 1937-1965

Container 24 (box)

Container 2 (Folder)

VNA History: Written Accounts (2 of 2),

Unit Date 1937-1965

Container 24 (box)

Container 4 (Folder)

VNA-INOVA Merger (1 of 2),

Unit Date 1997

Container 24 (box)

Container 4 (Folder)

VNA-INOVA Merger (2 of 2),

Unit Date 1997

Container 24 (box)

Container 5 (Folder)

VNA-INOVA Merger: related documents,

Unit Date 1996-1997

Container 24 (box)

Container 6 (Folder)

First National League for Nursing (NLN) Accreditation,

Unit Date 1965

Container 25 (box)

Container 1 (Folder)

NLN Accreditation,

Unit Date 1977

Container 25 (box)

Container 2 (Folder)

NLN Interim Report,

Unit Date 1980

Container 25 (box)

Container 3 (Folder)

NLN Accreditation,

Unit Date 1983

Container 25 (box)

Container 4 (Folder)

Correspondence from NLN related to accreditation,

Unit Date 1982-1988

Container 25 (box)

Container 5 (Folder)

VNA Correspondence related to NLN accreditation,

Unit Date 1982-1988

Container 25 (box)
Container 6 (Folder)

NLN Policies and Procedures,

Unit Date 1986
Container 25 (box)
Container 7 (Folder)

Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (1 of 4),

Unit Date 1993
Container 25 (box)
Container 8 (Folder)

Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (2 of 4),

Unit Date 1993
Container 25 (box)
Container 9 (Folder)

Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (3 of 4),

Unit Date 1993
Container 26 (box)
Container 1 (Folder)

Visiting Nurse Home Care, Inc.,: "Community Health Accreditation Program Inc. Accreditation Report (4 of 4),

Unit Date 1993
Container 26 (box)
Container 2 (Folder)

Miscellaneous Materials re: NLN Accreditation,

Unit Date 1982-1991
Container 26 (box)
Container 3 (Folder)

VNA: CHAP/NLN Annual Report,

Unit Date 1988
Container 26 (box)
Container 4 (Folder)

Newspaper clippings,

Unit Date 1950s-1960s
Container 27 (box)
Container 1 (Folder)

Newspaper clippings,

Unit Date 1950s-1970s
Container 27 (box)
Container 2 (Folder)

Newspaper clippings,

Unit Date 1960s-1970s

Container 27 (box)
Container 3 (Folder)

Newspaper clippings from scrapbook,

Unit Date 1960s-1970s
Container 27 (box)
Container 4 (Folder)

Newspaper clippings,

Unit Date 1960s-1980s
Container 27 (box)
Container 5 (Folder)

Scrapbook: "Instructive Visiting Nurse Association of Arlington, VA,

Unit Date 1937-1945
Container 27 (box)
Container 6 (Folder)

Materials from scrapbook,

Unit Date 1947-1958
Container 27 (box)
Container 7 (Folder)

Agency Evaluation and related correspondence,

Unit Date 1980
Container 28 (box)
Container 1 (Folder)

"Implementation of Goals",

Unit Date 1975-1976
Container 28 (box)
Container 2 (Folder)

Long-Range Study of Agency Operations

Unit Date 1978
Container 28 (box)
Container 3 (Folder)

Long-Range Plans,

Unit Date 1984-1989
Container 28 (box)
Container 4 (Folder)

Overall Agency Objectives and Evaluation,

Unit Date Fiscal Year: 1981
Container 28 (box)
Container 5 (Folder)

Overall Agency Objectives and Evaluation,

Unit Date Fiscal Year: 1982
Container 28 (box)
Container 6 (Folder)

Overall Agency Objectives and Evaluation,

Unit Date Fiscal Year: 1983

Container 28 (box)

Container 7 (Folder)

Overall Agency Objectives and Evaluation,

Unit Date Fiscal Year: 1984

Container 28 (box)

Container 8 (Folder)

Overall Agency Objectives and Evaluation,

Unit Date Fiscal Year: 1985

Container 28 (box)

Container 9 (Folder)

Program Statements,

Unit Date 1961-1973

Container 28 (box)

Container 10 (Folder)

"Statement of Intention",

Unit Date 1965

Container 28 (box)

Container 11 (Folder)

Strategic Plans:,

Unit Date 1981-1990

Container 28 (box)

Container 12 (Folder)

Strategic Plans: (1 of 3),

Unit Date 1990-1993

Container 29 (box)

Container 1 (Folder)

Strategic Plans: (2 of 3),

Unit Date 1990-1993

Container 29 (box)

Container 2 (Folder)

Strategic Plans: (3 of 3),

Unit Date 1990-1993

Container 29 (box)

Container 3 (Folder)

Annual Reports,

Unit Date 1938-1996

Container 30 (box)

Container 1 (Folder)

Aspen Systems Corporation Summation Report and Proposal to Provide Technical Assistance,

Unit Date 1988

Container 30 (box)

Container 2 (Folder)

Executive Director's Reports,

Unit Date 1941-1985

Container 30 (box)

Container 3 (Folder)

Monthly Report to the Executive Director,

Unit Date 1987-1988

Container 30 (box)

Container 4 (Folder)

Annual Reports,

Unit Date 1938-1996

Container 30 (box)

Container 5 (Folder)

Report to the Board of Directors,

Unit Date 1976 and 1978

Container 30 (box)

Container 6 (Folder)

Statistical, Treasurer's, and Service Reports

Unit Date 1949-1977

Container 30 (box)

Container 7 (Folder)

Reports from Fazzi and Associates,

Unit Date February 1993

Container 30 (box)

Container 8 (Folder)

Reports from Fazzi and Associates,

Unit Date February 1993

Container 30 (box)

Container 9 (Folder)

Press Releases ,

Unit Date 1948, 1972-1977

Container 30 (box)

Container 10 (Folder)

Informational Pamphlets,

Unit Date 1930s-1940s

Container 30 (box)

Container 11 (Folder)

Informational Pamphlets,

Unit Date 1950s-1960s

Container 30 (box)

Container 12 (Folder)

Informational Pamphlets,

Unit Date 1970s-1980s

Container 30 (box)

Container 13 (Folder)

Series 4: Photographs,

Unit Date 1955-ca.1979

Scope and Content

This series is comprised of photographs from the INVA and VNA. Most of the photographs are of nurses making house calls and working with patients. Other images include ceremonies and receptions, and promotional photographs.

Photos,

Unit Date 1955-1979, with many undated

Container 31 (box)

Container 1 (Folder)

Series 5: Oversize Materials,

Unit Date 1959-1997

Scope and Content

This series is comprised of 2 boxes of objects that are stored in larger containers. The materials included are award plaques, framed certificates, and guest books.

Scrapbook,

Unit Date 1959-1964

Container 32 (box)

CLIA Laboratory Certificate of Waiver,

Unit Date 1996-1998

Container 33 (box)

Container 1 (Folder)

Guest Book: "60th Anniversary Celebration",

Unit Date April, 1997

Container 33 (box)

Container 2 (Folder)

VNA Community Hospice Volunteer of the Year Award plaque with picture of 1996 winner,

Unit Date 1994-1996

Container 33 (box)

Container 3 (Folder)

"Member: Mount Vernon-Lee Chamber of Commerce,

Unit Date 1996-1997

Container 33 (box)

Container 4 (Folder)

National Hospice Organization Member plaque,

Unit Date 1994-1997

Container 33 (box)

Container 5 (Folder)

**The Virginia Association for Hospices membership certificate for VNA
Community Hospice,**

Unit Date 1996

Container 33 (box)

Container 6 (Folder)

**VNA Community Hospice Employee of the Year Award plaque with picture
of winner,**

Unit Date 1994-1996

Container 33 (box)

Container 7 (Folder)