

PERSONNEL RECORD REVIEW

DMHMRSAS—Office of Licensing

COMMENTS:		<i>Name/Record Number</i>							
DATE OF HIRE:									
§ 390.C	Separate File for Health Information								
§ 400	Separate File for Background and Registry Check								
§ 400	Criminal Background Check: State								
§ 400	Criminal Background Check: FBI								
§ 400	Central Registry Check								
§ 400.D	Prior to beginning duties								
§ 400.E.1	Provider will maintain disclosure statement								
§ 400.E.2	Provider will maintain Documentation that material was submitted & departmental transmittal results								
§ 410.A.1	Job Description includes job title								
§ 410.A.2	Job Description includes duties & responsibilities								
§ 410.A.3	Job Description includes title of supervisor								
§ 410.A.4	Job Description includes minimum KSA								
§ 420.A	Qualified for Job:								
§ 420.B	Verification of Prof. Credentials								
§ 430	Personnel Record:								
§ 430.A.1	Identifying information								
§ 430.A.2	Education & training history								
§ 430.A.3	Employment history								
§ 430.A.4	Verification of Credentials								
§ 430.A.5	References								
§ 430.A.6	Results of Criminal/Registry								
§ 430.A.7	Performance Evaluations								
§ 430.A.8	Disciplinary actions (if any)								
§ 430.A.9	Licensing org./HR adverse actions (if any)								
§ 430.A.10	Participation in dev. activities								
§ 440	Orientation of Staff –15 business days								
§ 440.1	Orientation: Objectives & Philosophy								
§ 440.2	Orientation: Confidentiality								

