

Department: Human Resources	Effective Date: 7/1/18	Procedure Number: 8021
Regulation Number: 1302.101 (a)(4) 1302.90 1302.91 1302.93	Regulation Title: Record Keeping and Reporting: Human Resources	Procedure Title: Tier 1 & 2 Data Collection and Data Entry for Human Resources Requirements

Procedure:

In support of timely and efficient recordkeeping, MARC Head Start will be responsible for data entry of all personnel information in the ChildPlus database for all MARC Head Start Tier 1 and Tier 2 direct service providers.

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data:

NEW EMPLOYEES

1. Designee for each program will submit the form 8021a, *New Personnel Information for ChildPlus Database*, for each new employee:
 - a. The employer will complete:
 - i. Section 1 of form 8021a within 5 days of employee’s start date.
 - ii. Section 2 of form 8021a within 5 days of employee’s start date (employee completes)
 - iii. Section 3 of form 8021a within 30 days of employee’s start date.
 - iv. Section 4 of form 8021a, within 90 days of employee's start date
2. Form 8021a and supporting documentation should be uploaded to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.* The supporting documentation includes, but is not limited to:
 - a. Completed criminal background check clearance statement on Form 8021a along with either the FCSR or an Approved Eligibility Determination Letter from Missouri Department of Health & Senior Services;
 - b. Standards of Conduct/Code of Conduct (actual form with signatures/date completed);
 - c. Confidentiality (if NOT embedded in Standards of Conduct);
 - d. Employee Handbook (actual form w/signatures/date completed);
 - e. Professional Development Plan (for non-qualified staff)
 - f. Educational Transcripts/Diplomas/Certificates/CDA
 - g. CASE overview completed during orientation (include documentation of training)
 - h. Physical and TB screening or test within 30 days of hire (on state approved forms);
 - i. Child/Abuse Neglect Mandated Reporter Training Certificate within 30 days of hire
 - j. CPR/First Aid cards or certificates within 90 days of hire (must include pediatric);

- k. In-depth CASE Training, if not done at initial orientation (include documentation of training);

MARC Head Start Quality Assurance Coordinators will enter the new employee information from the form 8021a, *New Personnel Information for ChildPlus Database*, within 1 week of receipt.

CHANGE IN POSITION/EMPLOYMENT STATUS/TERMINATION

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data for employees who transition to a different position, have a change in their employment status or has been terminated.

1. Designee for each program will submit the form 8021b, *Change in Position/Employment Status/Termination*.
 - a. Designee will complete all applicable information that applies to the employee.
 - b. Designee will provide supporting documentation where applicable.
2. Form 8021b should be uploaded to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*

SEMESTER UPDATES FOR COLLEGE COURSEWORK

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data for employees who have a semester update for their education status.

1. Designee for each program will submit the form 8021c, *Semester Updates for College Coursework*.
 - a. Designee will complete all applicable information that applies to the employee.
 - b. Designee will provide supporting documentation where applicable.
2. Form 8021c should be uploaded to SharePoint in the Continued Education Folder. *See Instructions for uploading documents to SharePoint Folder.*

QUARTERLY UPDATES FOR CDA (CHILD DEVELOPMENT ASSOCIATES) CREDENTIAL

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data for employees who have a quarterly update for their education status.

1. Designee for each program will submit the form 8021d, *Quarterly Updates for CDA (Child Development Associates) Credential*.
 - a. Designee will complete all applicable information that applies to the employee.
 - b. Designee will provide supporting documentation where applicable.
2. Form 8021d should be uploaded to SharePoint in the Continued Education Folder. *See Instructions for uploading documents to SharePoint Folder.*

The MARC Head Start Staff will enter the employee updates within 1 week of receipt. Administrators for Tier 1 and Tier 2 direct service providers will have viewing access to personnel records in ChildPlus.