

Department: Human Resources	Effective Date: 7/1/16	Procedure Number: 8020
Regulation Number: 19 CSR 30.62.102 19 CSR 30.62.122 648A(g)(2-3) 1302.90(b-c) 1302.93(a)	Regulation Topic: Personnel Requirements	Procedure Title: Monitoring for New Employee Requirements for Hire

Procedure:

All Tiers

All direct service providers will:

- Identify person(s) responsible for monitoring;
- MARC Quality Assurance Coordinators will monitor ChildPlus reports HR008a-e and HR009 monthly and will provide feedback to direct service providers regarding any missing documents. Direct Service Providers should upload any missing documents to SharePoint in the HR Folder. *See Instructions for uploading documents to SharePoint Folder.*

ChildPlus HR008a-e and HR009 reports will be used regularly to identify any gaps in the following areas:

- Prior to hire
 - PRIOR to hiring an employee, consultant, or contractor:
 - Sex offender registry check; and,
 - One set of Fingerprints:
 - State; or
 - FBI
 - WITHIN 90 days of hire for employee, consultant, or contractor:
 - Whichever fingerprint (state or FBI) requirement that has not been completed; and,
 - State Child Abuse and Neglect state registry
 - Hire Date

- Upon Hire/Orientation:
 - Handbook Receipt
 - Standards of Conduct/Code of Conduct
 - Confidentiality
 - CASE Training overview
- Within 30 days:
 - Physical Date
 - TB Screening Date (Read Date)
 - CAN Training Certificate
 - Safe Sleep Training Certificate (*If applicable*)
- Within 90 days:
 - CPR/First Aid Certification (Must include pediatric)

In depth CASE training

Definitions

Prior to Hire-before an employee's official start date of employment in which they receive pay which may include attending training before assignment in classroom or to caseload

Clearance-documentation received has no findings or findings reviewed for 42USC 9858f- Criminal Background and Checks (Disqualification Factors) to clear the candidate to work with children and families.