

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

**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 page 1 of form 8021a prior to employee’s start date
    - ii. Section 2 page 2 of form 8021a within 5 days of employee’s start date
    - iii. Section 2 page 3 of form 8021a within 5 days of employee’s start date (employee completes)
    - iv. Section 3 page 4 of form 8021a within 30 days of employee’s start date
    - v. Section 4 page 5 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 HR 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 HR 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.