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

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- 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)
    - Child Abuse & Neglect Mandated Reporting Training Certificate
    - Safe Sleep Training Certificate *(If applicable*)
- Within 90 days:
    - CPR & First Aid Training Card or Certification (Must include pediatric)
    - In depth CASE training (if not done at initial orientation)

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.