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 page 1 of form 8021a within 5 days of 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.
        i. The date of the state and federal (FBI) fingerprints.
        ii. The date of the sex offender registry check, which should be the same date as the fingerprints.
        iii. The date of the child abuse and neglect screening, which should be the date of the FCSR.

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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.