

HCBS Personnel Checklist (SE & SCL)

	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5	Staff 6	Staff 7
Staff Name (First & Last):							
Staff Date of Hire:							
Required Information	Staff 1 Dates	Staff 2 Dates	Staff 3 Dates	Staff 4 Dates	Staff 5 Dates	Staff 6 Dates	Staff 7 Dates
Criminal history check							
Dependent abuse check							
Child abuse check							
DHS evaluation for any staff where background check returns a "hit"							
Date staff receive statement on the agency's abuse reporting requirements							
Dates of staff evaluations for the period of time from the last on-site review to the present year							
Consumer Rights training							
Confidentiality training							
Provision of consumer medications training							
<i>Initial and subsequent</i> training on the identification and reporting of child abuse AND dependent adult abuse							
Individual consumer support needs training (i.e., training provided prior to service delivery on the specific consumers staff are assigned to provide services to)							
Brain Injury training if working with BI consumer							