

**VIRGINIA DEPARTMENT OF SOCIAL SERVICES-DIVISION OF LICENSING PROGRAMS  
PERSONNEL RECORD REVIEW COMPLIANCE FORMAT FOR CHILDREN’S RESIDENTIAL FACILITIES**

FACILITY NAME: \_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

TOTAL # OF STAFF: \_\_\_\_\_ # OF CURRENT RECORDS REVIEWED: \_\_\_\_\_ # OF FORMER STAFF RECORDS REVIEWED: \_\_\_\_\_

<b>STANDARD</b>	<b>Brief Description</b>					
		S__	S__	S__	S__	S__
§190.B.1	At time of hire OR residency at a facility each individual shall submit the results (elements of VDOH form) of a screening assessment, documenting the absence of communicable TB. Results no older than 30 days.					
§190.B.2	Annual results of a screening assessment, documenting the absence of communicable TB (elements of VDOH form).					
§190.C.1	Subsequent screening for TB, if necessary for individuals who come in contact with infectious TB					
§210.B.1	A person who assumes or is designated to assume the responsibilities of a position or any combination of positions shall, AFTER December 28, 2007: Meet the qualifications of the position(s) assumed					

STANDARD	Brief Description	S__	S__	S__	S__	S__
§210.C	Professionally qualified personnel providing services or consultations on contractual basis					
§240.A	Separate up-to-date personnel record for each employee, student/intern, contractor or volunteer					
§240.B.	Each employee record will include:					
§240.B.1	Completed application or other written material providing name, address, phone number, and SSN <u>OR</u> other unique identifier					
§240.B.2	Educational background & employment history					
§240.B.3	Written references or notations of oral references					
§240.B.4	Reports of required health examinations					
§240.B.5	Annual performance evaluations					
§240.B.6	Dates of employment for each position held & separation					
§240.B.7 Documentation of compliance with Va laws regarding child protective services and criminal history background investigations. <u>FBI</u> - (results received prior to work with children)  <u>CPS</u> - (results received prior to working <u>alone</u> with children)  <u>Written Disclosure Statement</u> (signed prior to work with children)	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	<u>FBI</u>	
	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	<u>CPS</u>	
	<u>Disclosure</u>	<u>Disclosure</u>	<u>Disclosure</u>	<u>Disclosure</u>	<u>Disclosure</u>	

STANDARD	Brief Description	S__	S__	S__	S__	S__
§240.B.8	Documentation of educational degrees or professional certification/licensure					
§240.B.9	Documentation of all regulation required training AND other training received					
§240.B.10	A current job description					
§250.A	<b>Required Initial training: Required following begin date</b>					
§250.A.1	Within 7 days each staff member responsible for the supervision of children receives: <ul style="list-style-type: none"> <li>• basic orientation to the facilities behavioral intervention policies, procedures and techniques,</li> <li>• less restrictive interventions,</li> <li>• timeout and</li> <li>• physical restraint</li> </ul>					
§250.A.2	Within 14 days OR before an individual is alone supervising children, the provider shall conduct emergency preparedness and response training that shall include:					
§250.A.2.a	Alerting emergency personnel and sounding alarms					
§250.A.2.b	Implementing evacuation procedures					
§250.A.2.c	Using & maintaining and operating emergency equipment					

STANDARD	Brief Description	S__	S__	S__	S__	S__
§250.A.2.d	Accessing resident's emergency information including medical information					
§250.A.2.e	Utilizing community resources					
§250.A.3	Within 14 days following their begin date, new employees, employees transferring from other facilities operated by the same provider, relief staff, volunteers, and student/interns shall be given orientation and training regarding:					
§250.A.3.a	The objectives of the facility					
§250.A.3.b	Practices of confidentiality					
§250.A.3.c	The decision making plan					
§250.A.3.d	The Standards for Licensed CRF, including prohibited actions					
§250.A.3.e	Other policies and procedures applicable to their position, duties and responsibilities					
§250.A.4	Within 30 days following their begin date all staff working with residents shall be enrolled (unless currently certified) in a standard first aid and CPR class					
§1010.B	<u>Mother/Baby programs:</u> Each direct care worker shall have certification in <u>Infant CPR</u> and First Aid prior to working alone with infants or toddlers.					

STANDARD	Brief Description	S__	S__	S__	S__	S__
§250.A.5	Within 30 days of their begin date all staff working with residents shall be trained in: <ul style="list-style-type: none"> <li>• child abuse and neglect,</li> <li>• mandatory reporting,</li> <li>• maintaining professional relationships and interaction among staff and residents and</li> <li>• suicide prevention</li> </ul>					
§250.A.6	Within 30 days of their begin date all staff shall be trained on the facility's P&P regarding standard precautions					
§250.A.7	Within 30 days of their begin date all staff shall be trained on: <ul style="list-style-type: none"> <li>• appropriate siting of CRFs</li> <li>• good neighbor policies and</li> <li>• community relations</li> <li>• shaken baby syndrome and its effects</li> </ul>					
§250.A.8 & §750.B	Before they can administer medication all staff responsible for medication administration shall have successfully completed a medication administration program approved by the Board of Nursing or be VA licensed to administer medications					
§250.A.9	All staff shall be trained in any area of quality improvement as identified from the results of the QA plan					
§250.B	Required <b>annual re-training</b>					
§250.B.1	All employees, contractors, student/interns, and volunteers shall complete an annual refresher emergency preparedness and response training that shall include:					

STANDARD	Brief Description	S__	S__	S__	S__	S__
§250.B.1.a	Alerting emergency personnel and sounding alarms					
§250.B.1.b	Implementing evacuation procedures					
§250.B.1.c	Using, maintaining and operating emergency equipment					
§250.B.1.d	Accessing resident emergency information including medical information					
§250.B.1.e	Utilizing community support services					
§250.B.2	All staff who administer medication shall complete an annual refresher course					
§250.B.3	All child care staff shall receive annual retraining on the providers behavior intervention and timeout policies and procedures					
§250.B.4	All child care staff shall receive annual retraining in: <ul style="list-style-type: none"> <li>• child abuse and neglect,</li> <li>• mandatory reporting,</li> <li>• maintaining professional relationships and interaction among staff and residents and</li> <li>• suicide prevention</li> </ul>					

STANDARD	Brief Description	S__	S__	S__	S__	S__
§250.B.5	All staff shall receive annual retraining on the provider's policies regarding standard precautions					
§250.C	Each Full time staff person <u>who works with residents</u> shall complete an additional 15 hours of annual training applicable to their job duties.					
§260.3	Documentation of staff supervision consistent with the provider's policies					
§280.C	CAO shall submit the following:					
§280.C.1	Official transcripts by college or university attended within 30 days of date of hire, and					
§280.C.2	Documentation of prior relevant experience					
§290.E	Program Director shall submit:					
§290.E.1	Official transcripts by college or university attended within 30 days of date of hire, and					
§290.E.2	Documentation of prior relevant experience					
§320.D	An individual hired, promoted, demoted, or transferred to a child care workers position shall be at least 21 years old except as provided for in 22 VAC 42-11-270.A					
§340.D	Volunteers and students shall have the qualifications appropriate to the services they provide					

STANDARD	Brief Description	S__	S__	S__	S__	S__
§570.C	Each facility shall provide documentation showing proof of contractual agreements or staff expertise to provide educational services, counseling services, psychological services, medical services, or any other services needed to serve the residents.					
§750.C	Staff authorized to administer medication shall be informed of any known side effects of the medication and symptoms of the effects					
§ 1010. A. 1 A. 2 A. 3 A. 4 A. 5	<b>Mother/Baby Programs-</b> Within 14 days of hire direct care workers oriented to: <ul style="list-style-type: none"> <li>• Responsibilities of mothers regarding the child</li> <li>• Child development including age appropriate behavior for each stage</li> <li>• Appropriate interventions for infants &amp; toddlers</li> <li>• Basic care for infants &amp; toddlers <ul style="list-style-type: none"> <li>○ Nutritional needs</li> <li>○ Feeding procedures</li> <li>○ Bathing techniques</li> </ul> </li> <li>• Safety Issues for infants &amp; toddlers</li> </ul>					



STANDARD	Brief Description	S__	S__	S__	S__	S__
§ 1020.B.1	<b>Wilderness and adventure activities-</b> Trip coordinator's staff record shall document: <ul style="list-style-type: none"> <li>• his experience in and knowledge and regarding wilderness activities AND</li> <li>• training in wilderness first aid</li> <li>• one year experience at the facility</li> </ul>					
§1020.H	<b>Wilderness and adventure activities-</b> direct care workers that take residents on wilderness/adventure activities shall be trained in a wilderness first aid course.					