**LONG-TERM PERSONNEL CHECKLIST**

Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| Name and Waiver(s) | Title/ Position | Hire Date | Criminal Record Check (AOC) or KARES (25%) | Central Registry Check (CAN) or KARES (25%) | Caregiver Misconduct Registry or KARES (25%) (effective 4/1/2017) | Nurse Aide Registry Check or KARES (25%) | Lived or worked outside of KY within past 12 months? If yes, were out of state background checks completed for employees in the 25% random sample? | Drug Screen (5%) | TB Risk Assessment or TB Test (annually) | Current Driver's License | Current Liability Insurance for the vehicle used to transport a participant | Proof of current professional licensure or certification, if applicable | Performance Evaluation (annually) | Current CPR | Current First Aid | Individualized Needs Training |
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