**NEW HIRE PERSONNEL CHECKLIST**

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

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| Name and Waiver(s) | Title/ Position | Hire Date | Date of Independent Functioning | Criminal Record Check (AOC) or KARES (prior to hire) | Central Registry Check (CAN) or KARES for KY only (within 30 days of hire) | Caregiver Misconduct Registry or KARES for KY only (prior to hire)(MPW beginning 6/3/2016; SCL beginning 4/2/2017) | Nurse Aide Registry Check or KARES for KY only (prior to hire)  | Lived or worked outside of KY within past 12 months? If yes, were out of state background checks completed? | Drug Screen (prior to hire) | TB Risk Assessment or TB Test (within 30 days of hire) | Valid Social Security Number or Work Permit | Current Driver's License | Current Liability Insurance for the vehicle used to transport a participant | Proof of current professional licensure or certification, if applicable | Proof of Education, if applicable | Job Description | Agency Orientation |
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**NEW HIRE PERSONNEL CHECKLIST**

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

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| Name and Waiver(s) | Title/ Position | Hire Date | Date of Independent Functioning | CPR (prior to independent functioning & no later than 6 months after hire) | First Aid (prior to independent functioning & no later than 6 months after hire) | Crisis Prevention Training (prior to independent functioning & no later than 6 months after hire) | Individualized Needs Training (prior to independent functioning & no later than 6 months after hire) | CDS Phase I Training Modules (prior to independent functioning & no later than 6 months after hire) | CDS Phase I Competency Checklist (prior to independent functioning & no later than 6 months after hire) | CDS Phase II Training Modules (no later than 6 months after hire or began providing services) | CDS Phase II Competency Checklist no later than 6 months after hire or began providing services) | Medication Administration (must include documentation of competency) | Emergency and Disaster Drill Training | Case Management Training (after 3 months and no later than 9 months of the date of hire) | Supervisory Training (within 6 months of assuming supervisory responsibility) | KY STEP Supported Employment Specialist Training (within 1 year) |
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