

Updated: 04/28/2020

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Personnel File Checklist

Facility
Name
Date of Hire
Reviewer
Date of Review
Current Position (Past Positions?)
Meet minimum educational and work experience requirements? (FOA, Published 5/26/16)
I-9 Employment Eligibility Documents (I-9 form and copies of required I.D documents) (FOA, Published 5/26/16)
Child Abuse Mandated Reporter Agreement (FOA, Published 5/26/16)
Background Investigation Documentation
CPS Background Investigation (child abuse and neglect record check, staff's State of US residence for the last 5 years, every 5 years) (Documentation of the review and conclusion. Completed prior to employment start date) (FOA, Published 5/26/16)
FBI fingerprint check of national and state criminal history repositories (Every 5 years) (Documentation of the review and conclusion. Completed prior to employment start date) (FOA, Published 5/26/16)
Background Investigation updates at a minimum of every 5 years of the staff/contractor/volunteer's start date or last background investigation update. (Documentation of the review and conclusion) (FOA, Published 5/26/16)
Efforts to ask applicants about previous misconduct and employee's response (Policy, Effective: 02/22/15) (FOA, Published 5/26/16)
Efforts to contact past employers where applicant had access to children and youth (Policy, Effective: 02/22/15) (FOA, Published 5/26/16)
Annual Performance Review (annual, signed, with employee's written comments, must incl. questions about any prior misconduct since last background investigation; (Policy, Effective: 02/22/15)) (FOA, Published 5/26/16)
Code of Conduct (signed by applicant (<u>staff hired since Feb. 2019</u>), acknowledging receipt; (Policy, Effective: 01/14/19) (FOA, Published 5/26/16)
Prevent and Report Sexual Abuse and Harassment (signed by applicant (<u>staff hired since Feb. 2019</u>), acknowledging receipt; Policy, Effective: 01/14/19) (FOA, Published 5/26/16)
Fraud Scheme Acknowledgement (signed; Fraud Scheme training document signed by employee is acceptable) (UAC MAP, Posted: 4/20/18)

Driver's Record and Clearance (if salaried staff required to travel outside of regional area) **(FOA, Published 5/26/16)**

Note: Having a driver's license is not required by PRS/HS policies and can only be included as a recommendation. Having a driver's license is only applicable to staff who transport UAC. Monitor should verify if a staff member has transported youth in the past. Even if the staff member has not transported youth, but may do so in the future, monitor should recommend that HR keep the driver's license on file.

Staff Trainings

ORR Policies and Procedures **(FOA, Published 5/26/16)**

The Flores Settlement Agreement **(FOA, Published 5/26/16)**

Trafficking Victims Protection Reauthorization Act of 2008 **(FOA, Published 5/26/16)**

Violence Against Women Reauthorization Act of 2013 **(FOA, Published 5/26/16)**

Mental health **(FOA, Published 5/26/16)**

Child welfare best practices, including mandated reporting **(FOA, Published 5/26/16)**

Safety working in the field **(FOA, Published 5/26/16)**

Child development theory **(FOA, Published 5/26/16)**

Substance abuse **(FOA, Published 5/26/16)**

Domestic violence **(FOA, Published 5/26/16)**

Gang prevention **(FOA, Published 5/26/16)**

Loss and family separation **(FOA, Published 5/26/16)**

Confidentiality **(FOA, Published 5/26/16)**

Child trafficking and smuggling **(FOA, Published 5/26/16)**

State license required trainings **(FOA, Published 5/26/16)**

Employee Position: one of the following: Program Director, Regional Supervisor, Lead Case Manager, Post Release Services Case Worker, (FOA, Published 5/26/16)

Comments

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Entered?	Date	
HS/PRS Personnel Requirements		
nager, Home Study Case	List summary of employee exp	

OMB 0970-0564 [valid through MM/DD/2024]

sure that programs are meeting ORR policies and procedures related to the maintenance of contractor monitor), including the time for reviewing instructions, gathering and maintaining the record, and a person is not required to respond to, a collection of information subject to the review if it is not in the UCPolicy@acf.hhs.gov.

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