

| Personnel File Checklist | | | |
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| Facility | | | |
| Name | | | |
| Date of Hire | | | |
| Reviewer | | | |
| Date of Review | | | |
| Current Position (Past Positions?) | | | |
| General Documentation: | In file Y/N | Date, if applicable | |
| Resume (Effective: 04/15/17) | | | |
| Job Description (Effective: 04/15/17) | | | |
| Employment Application (to include asking about past work and volunteer experiences) (Effective: 04/15/17) | | | |
| Personal References (at least one) (Effective: 01/14/19) | | | |
| Professional References (Effective: 04/15/17) | | | |
| Educational records/diploma (Effective: 04/15/17) | | | |
| Professional licensure, if applicable (Effective: 04/15/17) | | | |
| Meet minimum educational and work experience requirements? | | | |
| Criteria for the employee's selection, hiring, suspension, or termination (Effective: 04/15/17) | | | |
| I-9 Employment Eligibility Documents (I-9 form and copies of required I.D. documents.) (Effective: 04/15/17) | | | |
| Results of medical exam (as required by State licensing, including results of TB tests) (Effective: 04/15/17) | | | |
| Child Abuse Mandated Reporter Agreement (signed.) (Effective: 04/15/17) | | | |
| Confidentiality Policy Acknowledgement (Effective: 04/15/17) | | | |
| Annual Performance Review (annual, signed, with employee's written comments, must incl. questions about any prior misconduct since last background investigation) (Effective: 02/22/15) | | | |
| Code of Conduct (signed by applicant (staff hired since Feb. 2019), acknowledging receipt). (Effective: 01/14/19, as applicable per care provider's Cooperative Agreements). (Care provider facilities must also share a copy of the code of conduct in Section 4.3.5 with each applicant. Care provider facilities must keep a copy of these documents in the applicant's personnel file.) | | | |
| Prevent and Report Sexual Abuse and Harassment (signed by applicant (staff hired since Feb. 2019), acknowledging receipt) (Effective: 01/14/19) | | | |
| Fraud Scheme Acknowledgement (signed; Fraud Scheme training document signed by employee is acceptable) | | | |
| Background Investigation Documentation: | In file Y/N | Initial Clearance Date | Notes |
| FBI fingerprint check of national and state criminal history repositories (Documentation of the review and conclusion. Completed prior to employment start date) | | | |
| CPS check (child abuse and neglect record check) with the staff's State(s) of U.S. residence for the last 5 years (Documentation of the review and conclusion. Completed prior to employment start date) | | | |
| 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) | | | |
| Driver's Record and Clearance (if transporting children and youth.) (Effective: 04/15/17) | | | |
| Efforts to ask applicants about previous misconduct and employee's response (Effective: 02/22/15) | | | |
| Efforts to contact past employers where applicant had access to children and youth, including asking about any substantiated allegations of sexual abuse and sexual harassment (Effective: 02/22/15) | | | |
| Pre-Service Trainings (Before the employee has access to UAC) | In file Y/N | Date | Notes (i.e. #hours obt: |
| ORR Standards to Prevent, Detect, and Respond to SA and SH involving UAC. New employees must complete training before hire. (per training list under 4.3.6) (Effective: 02/22/15) | | | |
| How to detect and assess signs of SA and SH (Medical and MH staff ONLY) | | | |
| How to preserve physical evidence of SA (Medical and MH staff ONLY) | | | |
| How to respond effectively and professionally to juvenile victims of SA and SH (Medical and MH staff ONLY) | | | |

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| Forensic Examinations (Medical staff that conduct forensic exams ONLY) | | | |
| State license required trainings (Foster Parents - 30 hours of MAPP training or equivalent foster parent training curriculum.) (Effective: 04/15/17) | | | |
| Pre-Service trainings include date, number of hours, subject-matter, a confirmation that the employee understood each training, and the name of the individual and/or entity providing the training (spot check) | | | |
| Annual Trainings | In file? Y/N | Current Date | Notes (i.e. #hours obtained, topic title if different from ORR, etc.) |
| 40 hours per year (Effective: 04/15/17) | | | |
| Flores Settlement Agreement, HSA 2002, TVPRA 2008, and Perez-Olano (2 hours per year) (Effective: 04/15/17) | | | |
| ORR Policies and Procedures (10 hours per year) (Effective: 04/15/17) | | | |
| ORR-provided refresher training about avoiding inappropriate relationships and reporting sexual abuse and sexual harassment (every six months) (Effective: 01/14/19) | | | |
| ORR Standards to Prevent, Detect, and Respond to SA and SH involving UAC (per training list under 4.3.6) | | | |
| How to detect and assess signs of SA and SH (Medical and MH staff ONLY) | | | |
| How to preserve physical evidence of SA (Medical and MH staff ONLY) | | | |
| How to respond effectively and professionally to juvenile victims of SA and SH (Medical and MH staff ONLY) | | | |
| Forensic Examinations (Medical staff that conduct forensic exams ONLY) | | | |
| State licensing requirements (Foster Parents) (Effective: 04/15/17) | | | |
| Annual trainings include date, number of hours, and topic area, a confirmation that the employee understood each training, and the name of the individual and/or entity providing the training (spot check. Effective: 04/15/17) | | | |
| Trainings Every Two Years Per Cooperative Agreement | In file? Y/N | Current Date | Notes (i.e. hours obtained, topic title if different from ORR, etc.) |
| Safe and Timely Release Process (Effective: 04/15/17) | | | |
| Cultural Competency, including awareness of and sensitivity to different cultural backgrounds (Effective: 04/15/17) | | | |
| Prohibition against providing legal advice or counsel (Effective: 04/15/17) | | | |
| Strengths-based behavior management approaches and trauma-informed care approaches, such as using conflict resolution, problem solving skills, using rewards and consequences, de-escalation techniques and helping children and youth learn accountability and self-control (Effective: 04/15/17) | | | |
| Prohibition against conflicts of interest (Effective: 04/15/17) | | | |
| Crisis/intervention procedures and techniques (Effective: 04/15/17) | | | |
| Immigration and child welfare systems (local, national, international) (Effective: 04/15/17) | | | |
| Child development theory (Effective: 04/15/17) | | | |
| Issues related to loss and family separation (Effective: 04/15/17) | | | |
| Common health and mental health issues (Effective: 04/15/17) | | | |
| First aid and CPR (Effective: 04/15/17) | | | |
| Medication management (Staff and foster parents who dispense medications must also receive medication administration training) | | | |
| Infection control procedures and OSHA or equivalent course that covers blood borne pathogens, airborne pathogens, and employee safety (Effective: 04/15/17) | | | |
| Working with victims of human trafficking and other crimes (Effective: 04/15/17) | | | |
| Mandatory child abuse and neglect reporting requirements: prevention, signs, and reporting (Effective: 04/15/17) | | | |
| Professional boundaries (Effective: 04/15/17) | | | |
| Emergency disaster preparedness (Effective: 04/15/17) | | | |
| Code of Conduct and Conflicts of Interest (Effective: 04/15/17) | | | |
| Grievance policies and procedures (Effective: 04/15/17) | | | |
| Incident Reporting (Effective: 04/15/17) | | | |
| Child-friendly and trauma informed interviewing, assessment, observation, and identification of suspected victims of human trafficking and children who have been smuggled into the country (Staff and foster Parents) | | | |

Trainings include date, number of hours, and topic area, a confirmation that the employee understood each training; and the name of the individual and/or entity providing the training (spot check; Effective: 04/15/17)

COMMENTS