

Personnel File Checklist			
Facility			
Name			
Date of Hire			
Reviewer			
Date of Review			
Current Position			
Past Qualifying Positions			
<b>Documentation</b>	<b>In file Y/N</b>	<b>Date, if applicable</b>	
<i>Only complete items 1.8 to 1.17 if required in policy or the contract.</i>			
Personal References (at least one) (Effective: 01/14/19)			
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)			
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)			
Prevent and Report Sexual Abuse and Harassment (signed by applicant ( <b>staff hired since Feb. 2019</b> ), acknowledging receipt) (Effective: 01/14/19)			
Resume			
Job Description			
Employment Application (to include asking about past work and volunteer experiences)			
Professional References			
Educational records/diploma			
I-9 Employment Eligibility Documents (I-9 form and copies of required I.D. documents.)			
Results of medical exam (as required by State licensing, including results of TB tests)			
Child Abuse Mandated Reporter Agreement Acknowledgement (signed.)			
Confidentiality Policy Acknowledgement (Effective: 04/15/17)			
Fraud Scheme Acknowledgement (signed; Fraud Scheme training document signed by employee is acceptable)			
<b>Background Investigation Documentation:</b>	<b>In file Y/N</b>	<b>Initial Clearance Date</b>	<b>Notes (What to look for: Clearance Letter or ORR Waiver). The Adjudication List can be helpful to review.</b>
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 <b>State(s)</b> 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)			
<b>Required Trainings (Before the employee has access to UAC)</b>	<b>In file Y/N</b>	<b>Date</b>	<b>Notes (i.e. #hours obtained)</b>
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)			
Forensic Examinations (Medical staff that conduct forensic exams ONLY)			
<b>Pre-Service</b> 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)			
<b>ainings</b>	<b>In file? Y/N</b>	<b>Current Date</b>	<b>Notes (i.e. #hours obtained, topic title if different from ORR, etc.)</b>
<i>Only complete items 5.9 to 5.12 if required in policy or the contract.</i>			
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)			
<b>Annual</b> 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) (Hover for additional comments)			
40 hours per year			
Flores Settlement Agreement, HSA 2002, TVPRA 2008, and Perez-Olano (2 hours per year)			
State licensing requirements (Foster Parents)			
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			

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