

## HCBS Personnel Checklist (RBSCL)

	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5	Staff 6
<b>Staff Name (First &amp; Last):</b>						
<b>Staff Date of Hire / Transfer to RBSCL:</b>						
Date of criminal history check						
Date of dependent abuse check						
Date of child abuse check						
Date of DHS evaluation for any Staff where background check returns a "hit"						
Date staff receive statement on the agency's abuse reporting requirements						
Dates of staff evaluations for the period of time from the last on-site certification review to the present year						
Orientation on agency's purpose, policies, and procedures						
	Training Date:					
	Training Topic:					
	Length of Training:					
24 hours of training <i>during the first year</i> of employment						
	Training Date:					
	Training Topic:					
	Length of Training:					
12 hours training per year <i>after the first year</i> . Annual training shall include (at a minimum) training on children's mental retardation and developmental disability services and children's mental health issues						
	Training Date:					
	Training Topic:					
	Length of Training:					
<i>Initial and subsequent</i> training on identification and reporting of child abuse						
	Training Date:					
	Training Topic:					
	Length of Training:					