

# West Virginia Personal Care Personnel Validation Review Monitoring Tool

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Agency Name:		Provider Number:	
Staff Name: Title:	Review Period:		
<b>All STAFF: Policy section 517.10: Prior to providing any service the employee must have initiated the fingerprint check process with the WV State Police Contracted entity.</b>			
	<b>Circle One</b>	<b>COMMENTS</b>	<b>MANUAL REFERENCE</b>
1. A fingerprint based criminal history check conducted by the WV State Police contracted entity was initiated upon hire and every three years thereafter, for staff hired after 1/1/14. If lived out of state within the last five years, must also conduct an FBI background check utilizing fingerprints.	YES NO	If <b><u>NO</u></b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must remove employee from providing services and have conducted immediately. Report findings to OA.	517.10
2. A check of the U.S. Office of Inspector General (OIG) List of Excluded Individuals and Entities List was initiated Prior to employment and monthly thereafter.	YES NO	If <b><u>NO</u></b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.10
3. A check of the WVDHHR Protective Services Record Check must be initiated on each individual upon hire.	YES NO	If <b><u>NO</u></b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.10
<b>PROFESSIONAL STAFF: Policy section 517.9: An RN must be employed by a certified Personal Care provider and have a current WV RN license.</b>			
There is evidence of a current WV RN license for each year employed.	YES NO	If <b><u>NO</u></b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.9
Is there a signed confidentiality statement?	YES NO	If <b><u>NO</u></b> provide TA.	517.9
<b>DIRECT CARE STAFF: 517.8 Medicaid prohibits the spouse of a member or parents of a minor child (under age 18) from providing Personal Care services for purposes of reimbursement. All PC direct care staff, including Specialized Family Care Providers, must be at least 18 years of age and have the following "<u>competency based</u>" training before providing service. Policy section: 517.8.2 Documentation for training must include the training topic, date, beginning time, ending time, of training, location and signature of the instructor and trainee.</b>			
<i>Continued next page:</i>			

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V

**Documentation for internet based training must include the person's name, the name of the internet provider and either a certificate or other documentation proving successful completion of the training. All evidence of training for each direct care employee must be kept on file by the PC provider and be available upon request. Documented evidence of training requirements for Specialized Family Care providers must be kept on file by the Bureau for Children and Families or their contractor and be available upon request.**

Cardiopulmonary Resuscitation (CPR) – must be provided by the provider agency nurse who is a certified CPR instructor, or a certified trainer from the American Heart Association, American Red Cross, American Health and Safety Institute, or American CPR. All CPR courses must include a skills based demonstration.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 A 517.8.1.A
There is evidence that First Aid training was conducted by a qualified provider <u>initially</u> prior to delivery of services and renewed according to the terms of the certifying agency.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 B 517.8.1.B
There is evidence that OSHA training was conducted <u>initially</u> prior to delivery of services and renewed <u>annually</u> thereafter.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 C 517.8.1.C
There is evidence Personal Assistance/Homemaker Skills - training on assisting members with ADL's was conducted <u>initially</u> prior to delivery of services.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 D
There is evidence that Abuse, Neglect and Exploitation training was conducted <u>initially</u> prior to delivery of services by a qualified provider and renewed <u>annually</u> thereafter.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 E 517.8.1.C
There is evidence that HIPAA training was conducted <u>initially</u> prior to delivery of services and renewed <u>annually</u> thereafter.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 F 517.8.1.C
There is evidence that Direct Care Ethics training was conducted <u>initially</u> prior to delivery of services by a qualified provider.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 G
There is evidence that Member Health and Welfare training including emergency plan response, fall prevention, home safety and risk management and training specific to any member special needs was conducted <u>initially</u> prior to delivery of services.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8 H
In addition, four hours of training focused on enhancing direct care service delivery knowledge and skills <b>must be provided annually</b> . Member specific on-the-job training can be counted toward this requirement.	YES NO	If <b>NO</b> document <u>from</u> and <u>to</u> dates of non-compliance. Provider must do a self-audit and submit to BMS.	517.8.1