

# West Virginia Personal Care Program Monitoring Tool

## Personnel File

|                       |                         |
|-----------------------|-------------------------|
| <b>Agency Name:</b>   | <b>Provider Number:</b> |
| <b>Staff Initials</b> | <b>Review Period:</b>   |

| <b>PROFESSIONAL STAFF</b>  | <b>Y</b> | <b>N</b> | <b>N<br/>A</b> | <b>COMMENTS</b>                                     | <b>MANUAL<br/>REFEREN<br/>CE</b> |
|--|----------|----------|----------------|---|----------------------------------|
| Is there proof of licensure?   |          |          |                |   | 517.7<br>517.7.1                 |
| Is there a signed confidentiality statement?   |          |          |                |   | 517.7.3                          |
| <b>DIRECT CARE STAFF</b>   | <b>Y</b> | <b>N</b> | <b>N<br/>A</b> | <b>COMMENTS</b>                                     | <b>MANUAL<br/>REFEREN<br/>CE</b> |
| Is there an approved basic training curriculum for non-licensed staff?   |          |          |                |   | 517.7.2                          |
| Did direct care staff that had no training or experience have eight (8) hours of basic training before rendering care or unsupervised service? |          |          |                |   | 517.7.3                          |
| Is there 24 hours of additional training for a total of 32 hours within 12 months of employment?   |          |          |                | NA if employed less than one year or CNA; HHA; HMA. | 517.7.3                          |
| Is there evidence of orientation to the agency, community, and services?   |          |          |                |   | 517.7.3A                         |
| Is there evidence of personal care skills training per policy?   |          |          |                |   | 517.7.3D                         |
| Is CPR training current?   |          |          |                |   | 517.7.3I                         |
| Is First Aid training current?   |          |          |                |   | 517.7.3J                         |
| Is OSHA training current?  |          |          |                |   | 517.7.3H                         |
| Is there Confidentiality laws and regulations (HIPAA) training?  |          |          |                |   | 517.7.1<br>517.7.3K              |

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|   |          |          |                |                                    |                                  |
|---|----------|----------|----------------|------------------------------------|----------------------------------|
| Is there documentation of successful completion of CNA; HHA; HMA?   |          |          |                |                                    | 517.7.4A                         |
| Was substitution for basic training appropriately documented?   |          |          |                |                                    | 517.7.4C                         |
| Is there documentation of the required 8 hours of annual in-service training?                               |          |          |                | NA if employed less than one year. | 517.7.5                          |
| Is there a signed confidentiality statement?  |          |          |                |                                    |                                  |
| Is there evidence of a background check on employee?  |          |          |                |                                    | 517.4B                           |
| Is there evidence of employee performance evaluation completed per agency policy?                           |          |          |                | NA if employed less than one year. | 517.7.5.D                        |
| <b>ADMINISTRATIVE STAFF</b>   | <b>Y</b> | <b>N</b> | <b>N<br/>A</b> | <b>COMMENTS</b>                    | <b>MANUAL<br/>REFEREN<br/>CE</b> |
| Is there a signed confidentiality statement?  |          |          |                |                                    | 517.7.1                          |
| Is there evidence of experience, education, and training to function in current position per agency policy? |          |          |                |                                    | 517.7                            |