

# Appendix J |

## Suggested documents to maintain (for EOR model primarily)

Topics	Document(s) to Maintain	Provided By
<b>Applicants</b>	Information gathered on applicants who are not hired	EOR
<b>Backup Staffing Incident Reports</b>	Backup Staffing Incident Reports	Community Navigator
<b>Criminal background check request results</b>	Criminal background check results are filed separately and not included in employee personnel files	Financial Support Services Agency (FSSA)
<b>NCDHHS Restrictive Intervention Details Report</b>	NCDHHS Restrictive Intervention Details Report, blank copies. Completed reports are placed in file folder.	Community Navigator
<b>Individual clinical documentation</b>	Completed documentation forms and other clinical information related to individual service provision	EOR
<b>FSSA Correspondence</b>	Information sent to EOR by FSSA	FSSA
<b>Financial Support Agreement and purchase request forms</b>	Agreement and forms provided by FSSA	FSSA
<b>EOR Monthly Revenues and Expenditures Reports</b>	Monthly R&E Report	FSSA
<b>Incident reports</b>	Blank incident report forms; completed copies of incident reports; back-up staffing incident reports	Community Navigator; forms completed by EOR
<b>Completed time and billing forms</b>	Copies of time and billing forms	EOR
<b>Workers' compensation insurance policy</b>	Copies of policies	Facilitated by FSSA

<b>Topics</b>	<b>Document(s) to Maintain</b>	<b>Provided By</b>
<b>Employee personnel files</b>	Employee applications, agreements, job descriptions, duties, training certifications, evaluations	EOR
<b>Confidentiality statement</b>	Confidentiality statement	Community Navigator
<b>Criminal background check request forms</b>	Criminal background request/release form	FSSA
<b>Documentation forms</b>	Documentation forms	Community Navigator
<b>Employee Support Agreement</b>	Employee Support Agreement	Community Navigator
<b>Employment application</b>	Employment application	Community Navigator
<b>Evaluations</b>	Evaluations	Community Navigator
<b>Hepatitis B notification</b>	Notifications	Community Navigator
<b>Job description</b>	Developed by EOR	EOR
<b>Reference release checks</b>	Reference release checks	Community Navigator
<b>Supervision log</b>	Supervision log	Community Navigator
<b>Time and billing forms</b>	Blank timesheets and billing forms (may submit electronically per Financial Support process)	FSSA
<b>Training documentation</b>	Obtained by EOR	EOR