# APPENDIX J
# Suggested Documents to Maintain (Primarily for EOR Model)

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

| Topics | Document(s) to Maintain | Provided By |
|---|---|---|
| **Criminal background check request forms** | Criminal background request/release form | FSSA |
| **Criminal conviction not on Convictions Baring Employment list** | FSS background check acknowledgement form (if applicable) for applicant | FSSA/ EOR |
| **Documentation forms** | Documentation forms | Community Navigator |
| **Employee Support Agreement** | Employee Support Agreement | Community Navigator |
| **Employment application** | Employment application | Community Navigator |
| **Evaluations** | Evaluations | Community Navigator |
| **Hepatitis B notification** | Notifications | Community Navigator |
| **Job description** | Job description developed by EOR | EOR |
| **Reference release checks** | Reference release checks | Community Navigator |
| **Supervision log** | Supervision log | Community Navigator |
| **Time and billing forms** | Blank timesheets and billing forms (may submit electronically per Financial Support process) | FSSA |
| **Training documentation** | Obtained by EOR | EOR |