

# APPENDIX K

## IFDS Employee Qualifications and Training Checklist

Employee: \_\_\_\_\_

Employer: \_\_\_\_\_

Date: \_\_\_\_\_

Requirement	Hiring Requirement	Before Work Begins	When Work Starts	Ongoing
A copy of a job application signed by the employee with a statement that it is true/accurate	X			Initially one-time document
Copy of a high school diploma/GED	X			Initially one-time document
Documentation the employee is at least age 18	X			Initially one-time document
Verification the employee is not excluded from participation in Medicare/Medicaid programs: question on the application or check the U.S. Department of Health and Human Services Office of Inspector General website	X			Initially one-time document
Criminal record check showing no conviction that would present a health/safety risk to member	X			Initially prior to working with the member; update as specified in the care plan
Criminal record check showing no conviction listed in N.C.G.S. §108C-4 or on the DHHS Convictions Barring Employment list	X			Initially prior to hire
Health care registry checks with no substantiated findings	X			Initially prior to working with the member

Requirement	Hiring Requirement	Before Work Begins	When Work Starts	Ongoing
Service specific requirements as specified in the Innovations Waiver and CCP 8-P	X			As required
First Aid Training		X		Every three years
CPR Training		X		Annually or for a period of time as specified on card/certificate
Orientation to Employer of Record's (EOR's) expectations			X	Initially upon hire
Medication administration (if employee is administering medications)			X – Before administering medications	Initially upon hire; updated as needed to address medication changes
Alternatives to Restrictive Interventions or Positive Behavior Support Training (e.g., NCI Part A, Getting it Right); Restrictive Intervention Training if listed in the care plan or Crisis Plan (e.g., NCI Part B, PMAB)		X		Annually following an approved curriculum
Service/documentation			X	Initially upon hire
Client rights			X	Initially upon hire
Confidentiality			X	Initially upon hire
Blood Borne Pathogens (BBP)			X	Initially upon hire and annually within 12 months from the last date of BBP training
Customized needs of individual as specified in the care plan			X	Per employer's preference and updated as specified in the care plan as needs change
Employer-employee agreement		X		Initially upon hire (if desired); updated as needed
Supervision plan		X		
Documentation of supervision				Consistent with frequency outlined in supervision plan

Requirement	Hiring Requirement	Before Work Begins	When Work Starts	Ongoing
Evidence of liability insurance in transporting members		X		As needed based on expiration date of insurance policy (typically annually)