

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 that the employee is at least 18	X			Initially one-time document
Verification that the employee is not excluded from participation in Medicare/Medicaid programs: Question on the application or check the HHS Office of Inspector General website	X			Initially one-time document
Criminal record check that shows no conviction that would present health/ safety risk to member	X			Initially prior to working with members; update as specified in POC
Health care registry checks with no substantiated findings	X			Initially prior to working with members
Service specific requirements as specified in NC Innovations Waiver and CCP 8-P	X			As required

Requirement	Hiring Requirement	Before Work Begins	When Work Starts	Ongoing
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 person-centered 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 Plan of Care (POC)			X	Per employer's preference and updated as specified in POC as needs change
Employer-employee agreement		X		Initially upon hire (if desired); updated as needed

Requirement	Hiring Requirement	Before Work Begins	When Work Starts	Ongoing
Supervision plan		X		
Documentation of supervision				Consistent with frequency outlined in supervision plan
Evidence of liability insurance in transporting members		X		As needed based on expiration date of insurance policy (typically annually)