		Review Date (MMDDYY) Administrative Review-Personnel Reviewer Initials							
1	Administrative Review of Personnel File (Review 10% Sample)	Standard	Yes	No	N/A	Standard Gained	Weight	Comments	
2	Employee Initials: Date of Hire:								
3	Does the employee personnel file include the following:								
4	A signed application	10.1.1					m		
5	Documentation of licenses for professionally credentialed staff and consultants	10.1.3					S		
6	Receipt for fingerprinting upon hire (Employee's hired after 2002)	10.1.4					С		
7	A signed and dated job description	10.1.6					m		
8	Written physician statement of medical clearance completed at time of hire (Employees hired before 1/2008=N/A)	10.1.7					С		
9	Results of initial and annual Mantoux Skin Tests, chest x-ray and/or physician's certification (SE Employees & Employees hired before 1/2008=N/A)	10.1.8					С		
10	Orientation								
11	Is there documentation that the employee received orientation on the following topics?	8.11					S		
12	Organizations mission, philosophy, goals, services and practices	8.11.1					S		
13	Prevention of abuse and neglect	8.11.2					S		
14	Unusual incident reporting	8.11.3					S		
15	Emergency procedures which include:	8.11.4					S		
16	Fire evacuation use of fire extinguishers	8.11.4.a					S		
17	DC #20 Life Threatening Emergencies	8.11.4.b					S		
18	Overview of DD including any special needs of individuals being served	8.11.5					S		
19	Personnel policy of provider agency	8.11.6					S		
20	Universal precaution and blood borne pathogens	8.11.7					S		
21	Personal Rights of individuals served	8.11.8					S		
22	NJ Pre Service Training Certificates (Core Training)								
23	Current First Aid certification (3 year renewal)	10.1.10					С		
24	Current CPR certification (1 year renewal)	10.1.11					С		
25	Overview (Employees hired before 6/30/2002 = N/A)	9.2:1					S		
26	Abuse and neglect (Employees hired before 6/30/2002 = N/A)	9.2:3					С		
^-	/ledication Training (Employees hired before 6/30/2002 = N/A)	9.2:2					С		
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Provider ID					

Review	Date			

Day Program Monitoring Tool Administrative Review-Personnel

Reviewer I	Initials	
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	Administrative Review of Personnel File (Review 10% Sample)	Standard	Yes	No	N/A	Standard Gained	Weight	Comments
28	If employed in a SE program; does the employee have the following additional trainings:							
29	Employment Specialist-Introduction (Elizabeth M. Boggs Center) OR Regional Rehabilitation Continuing Education Program (RRCEP) Orientation	IV.2.3.A-5					S	
30	Employment Specialist- Advanced (Elizabeth M. Boggs Center) OR Regional Rehabilitation Continuing Education Program (RRCEP)- Job Coach 1	IV.2.3.A-5					S	
31	Regional Rehabilitation Continuing Education Program (RRCEP)- Job Coach 2	IV.2.3.A-5					S	
32	Documentation of the completion of 1 Annual Professional Development Trainings (Employee's with less than 1 year work experience =N/A)	IV.2.4					m	
33	Documentation of the completion of 2 Annual Professional Development Trainings (Employee's with less than 1 year work experience = N/A)	IV.2.4					m	
34	Other Training							
35	Dated records of completion of specialized trainings including signatures of the trainer and trainee. (Compare to individual records for appropriateness of trainings, i.e.; specialized diets, wheelchair accommodations etc.) (N/A for SE individuals)	9.12					m	
36	Universal Precautions & Blood bourn Pathogens Training	8.11:7					S	
37	Annual review of Personal Rights document	9.13:1					m	
38	Annual review of Emergency Procedures	8.11:3					m	
39	Annual review of Life Threatening Emergencies	8.11:4					С	
40	Annual review of Medication Policies and Procedures (N/A for SE employees)	9.13:3					С	
41	Additional Documentation							
42	Copies of current driver's licenses (Employees who do not drive vehicles which transport service recipients =N/A)	10.1:16					С	
43	Documentation of employees driving record (Employees who do not drive vehicles which transport service recipients =N/A)	8.5					С	
44	Employee performance evaluation	10.2					S	