

Provider Relations Unit Staff Record Review

DATE OF VISIT	PROVIDER RELATIONS STAFF			
Provider Name				
Provider Address				
Staff Name				
Hire Date				
Staff Position	<input type="checkbox"/> Director	<input type="checkbox"/> Case Support Supervisor ^(CPA)	<input type="checkbox"/> HSP ^(CCI) / Case Support Staff ^(CPA)	<input type="checkbox"/> Child Care Staff ^(CCI)

PERSONNEL RECORD	Does the record have....?		YES	NO
IDENTIFYING INFORMATION (name, address, phone #, emergency contact #)?				
A 10-YEAR EMPLOYMENT HISTORY or a complete employment history if less than 10-years?				
Record of EDUCATIONAL QUALIFICATIONS?				
At least 2 PROFESSIONAL, EDUCATIONAL, OR PERSONAL REFERENCES?				
Satisfactory PRELIMINARY CRIMINAL RECORD CHECK (Fingerprint GCIC/NCIC required for Director and Foster Parents)?				
Employees JOB DESCRIPTION?				
Employee PERFORMANCE EVALUATION and any EMPLOYEE DISCIPLINE RECORDS?				

EDUCATIONAL REQUIREMENTS		
degree(s) must be in an area of social sciences, social work, or childhood education or a related field from an accredited college or university		
Agency Director	<input type="checkbox"/> Bachelor's Degree plus 4 years work experience	<input type="checkbox"/> Master's Degree plus 2 years work experience
Case Support Supervisor –CPA only	<input type="checkbox"/> Bachelor's Degree plus 2 years work experience	<input type="checkbox"/> Master's Degree plus 1 year work experience
Human Service Professional ^(CCI) Case Support Staff ^(CPA)	<input type="checkbox"/> Bachelor's Degree plus 2 years work experience	<input type="checkbox"/> Master's Degree
Child Care Staff- CCI only	<input type="checkbox"/> High School Diploma plus 1 year of direct service experience with children and families	<input type="checkbox"/> GED plus 1 year of direct service experience with children and families

TRAINING REQUIREMENTS	YES	NO	N/A
Orientation: ALL EMPLOYEES MUST HAVE ORIENTATION TRAINING *Employees that provider Case Management or Supervisory Services to children must have at least 160 hours or approved training comparable to the DFCS CM pre-service training			
For CCI Staff 24 Hours of Annual Training For CPA Staff at least 20 hours of Annual Training			
Employees that provide Case Management or Supervisory Services to children must obtain a passing score on the DFCS CASE MANAGER ONLINE ASSESSMENT			
Is there a training log in the employee record with current training listed?			
First Aid Date (Child Care Staff only):	CPR Date (Child Care Staff only):		

Provider Relations Staff Signature	Date