A & J Residential Services, LLC QUALITY ASSURANCE CHECKLIST FOR EMPLOYEE RECORDS

EMPLOYEE'S NAME:

SECTION 1 - EMPLOYMENT VERIFICATIONS	STATUS OF DOCUMENT	Expiration DATE	PROGRAM DIRECTOR INITIAL'S
Application for Employment		N/A	IMITALS
Resume		N/A	
Employment Reference (3)		N/A	
Verification of Valid Driver's License			
Current Driving Record- DMV		N/A	
W-4 Forms		N/A	
I-9 (Employment Eligibility Verification Documents): Valid Drivers License, Social Security Card, Birth Certificate & / or other eligibility verifications			
SECTION 2 – PERSONNEL	STATUS OF DOCUMENT		PROGRAM DIRECTOR INITIAL'S
Performance Evaluation			
Disciplinary Action(s)			
Other Adverse Actions			
SECTION 3- ACKNOWLEDGEMENTS / CONSENTS	STATUS OF DOCUMENT		PROGRAM DIRECTOR INITIAL'S
Correspondence (I.E., Memos, Letters, Forms, Etc)			
	CEATING OF DOCUMENT		PDOCD IM
SECTION 4 - CERTIFICATIONS	STATUS OF DOCUMENT	Expiration Date	PROGRAM DIRECTOR INITIAL'S
Behavior Management Training			
Medication Management Training			
1 st Aid Certification			
CPR Certification			
Medicaid Waiver Workbook Course & Test			
Human Rights Overview and Test			
OSHA Training Overview			
Food Handler's Card			
All Other In-Service Training Information			

Worker Compensation Claims

A & J RESIDENTIAL SERVICES, LLC QUALITY ASSURANCE CHECKLIST FOR EMPLOYEE RECORDS

Verbal Warning Notice Written Notice of Disciplinary Action Corrective Action Plan / Performance Review Plan Termination Notice Letter SECTION (A) – Medical / Criminal Checks (Separate File For These Documents) Disclosure Statement Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims STATUS OF DOCUMENT PROGRAM DIRECTOR INITIAL'S PROGRAM DIRECTOR INTIAL'S PROGRAM DIRECTOR INTIAL'S PROGRAM DIRECTOR INTIAL'S PROGRAM DIRECTOR INTIAL'S	SECTION (5)-Disciplinary Actions	STATUS OF DOCUMENT	PROGRAM DIRECTO SINITIAL'S
Corrective Action Plan / Performance Review Plan Termination Notice Letter SECTION (A) - Medical / Criminal Checks (Separate File For These Documents) Disclosure Statement Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) - Medical / Criminal Checks (Separate File For These Documents) SECTION (B) - Medical / Criminal Checks (Separate File For These Documents)	Verbal Warning Notice		
SECTION (A) - Medical / Criminal Checks (Separate File For These Documents) Disclosure Statement Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) - Medical / Criminal Checks (Separate File For These Documents) SECTION (B) - Medical / Criminal Checks (Separate File For These Documents)	Written Notice of Disciplinary Action		
SECTION (A) - Medical / Criminal Checks (Separate File For These Documents) Disclosure Statement Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) - Medical / Criminal Checks (Separate File For These Documents) STATUS OF DOCUMENT PROGRAM DIRECTOR PROGRAM DIRECTOR	Corrective Action Plan / Performance Review Plan		
(Separate File For These Documents) Disclosure Statement Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) DIRECTOR INITIAL'S PROGRAM DIRECTOR	Termination Notice Letter		
(Separate File For These Documents) Disclosure Statement Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) DIRECTOR INITIAL'S PROGRAM DIRECTOR			
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Criminal Background Check TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) PROGRAM DIRECTOR	(Separate File For These Documents)		
TB TEST Results Doctor Notes / Letters Worker Compensation Claims SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) PROGRAM DIRECTOR	Disclosure Statement		
Doctor Notes / Letters Worker Compensation Claims SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) PROGRAM DIRECTOR	Criminal Background Check		
Worker Compensation Claims SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) PROGRAM DIRECTOR	TB TEST Results		
SECTION (B) – Medical / Criminal Checks (Separate File For These Documents) PROGRAM DIRECTOR	Doctor Notes / Letters		
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