

**Employee Record (Attachment B)**

**Provider - Home Name:**

**Date of Review:**

<b>Employee Name</b>						
<b>Employee Hire Date</b>						
Age 18 or older (9.1c1) <b>(Yes/No)</b>						
Hepatitis B Documentation (9.1c2) Employees are offered Hep B vaccine upon employment. Refusal statement or list of vaccination series is present in all employee files. <b>(Yes/No)</b>						
Verify Driver's License (upon hire and at least annually) 9.1 b, 9.1c5 <b>Document date of expiration</b>						
Proof of Insurance if applicable (upon hire and at least annually) 9.1 b, 9.1 c 5 (Yes/No)						
TB Test (every 3 years) (9.1 c 2) Employee TB tests are done initially upon employment and <b>every 3 years thereafter</b> . Employees with previous positive PPD tests are routinely monitored for signs/symptoms of reactivation. Documentation is present in employee files. <b>(Yes/No)</b>						
Yearly Performance Evaluation <b>(Yes/No)</b>						
Recipients Rights Employee Check						
Criminal Background Checks including fingerprints (prior to hire and at least annually unless provider utilizes an auto notification system). Are in good standing with the law (not a fugitive from justice, and not a convicted felon who is either still under jurisdiction or one whose felony relates to the kind of duty he/she would be performing). 9.1 a, 9.1 c 4, A.1.7						

**Comments:**