Department: Human Resources  Effective Date: Procedure Number: 8020

<table>
<thead>
<tr>
<th>Regulation Number:</th>
<th>Regulation Topic: Personnel Requirements</th>
<th>Procedure Title: Monitoring for New Employee Requirements for Hire</th>
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<tbody>
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<td>19 CSR 30.62.102</td>
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<td>19 CSR 30.62.122</td>
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Procedure:

**Tier 3**

Direct service provider will identify a record keeping system for required new hire data tracking. Direct service provider must:

- Identify person(s) responsible for data entry;
- Identify person(s) responsible for monitoring;
- Submit ChildPlus 8020 report with monitoring notes, via e-mail, to the Grantee Quality Assurance Coordinator by the 5th working day of the following month.

**All Tiers**

The ChildPlus 8020 report will be used regularly to identify any gaps in the following areas:

- Prior to hire
  - PRIOR to hiring an employee, consultant, or contractor:
    - Sex offender registry check; and,
    - One set of Fingerprints:
      - State; or
      - FBI
  - WITHIN 90 days of hire for employee, consultant, and contractor:
    - Whichever fingerprint (state or FBI) requirement that has not been completed; and,
    - State Child Abuse and Neglect state registry
- Hire Date

- Upon Hire:
  - Handbook Receipt
  - Standards of Conduct
  - Confidentiality

- Within 30 days:
  - Physical Date
  - TB screening date (read date)

Reviewed/Revised: 9/14/18
Definitions
Prior to Hire-before an employee's official start date of employment in which they receive pay which may include attending training before assignment in classroom or to caseload

Clearance-documentation received has no findings or findings reviewed for 42USC 9858f-Criminal Background and Checks (Disqualification Factors) to clear the candidate to work with children and families