Procedure:

All Tiers

All direct service providers will:

- Identify person(s) responsible for monitoring;
- Submit ChildPlus HR8020 report with monitoring notes regarding how they will meet requirements for any missing items via e-mail to the Grantee Quality Assurance Coordinator (Tier 1 & 2) or Organizational Development Manager (Tier 3) by the 5th working day of the following month.

The ChildPlus HR8020 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)
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