Procedure:

In support of timely and efficient recordkeeping, MARC will be responsible for data entry of all personnel information in the ChildPlus database for all MARC Tier 1 and Tier 2 direct service providers.

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data:

**NEW EMPLOYEES**

1. Designee for each program will submit the form 8021a, *New Personnel Information for ChildPlus Database*, for each new employee:
   a. The employer will complete:
      i. Section 1 of form 8021a within 5 days of employee’s start date.
      ii. Section 3 of form 8021a within 30 days of employee’s start date.
      iii. Section 4 of form 8021a within 90 days of employee’s start date.
   b. The employee will complete:
      i. Section 2 of form 8021a, within 5 days of start date.

2. Form 8021a will be emailed to the MARC Data Team at hsdatateam@marc.org with the subject line of “HR” and supporting documentation that includes, but is not limited to:
   a. Standards of Conduct (actual form with signatures/date completed);
   b. Confidentiality (if NOT embedded in Standards of Conduct);
   c. Employee handbook receipt acknowledgement;
   d. Physical/TB screening or test (on state approved forms);
   e. First Aid/CPR cards or certificates (must include pediatric);
   f. Educational Transcripts/Diplomas/Certificates; and,
   g. Professional Development Plan or Action Plan (for non-qualified staff)

The MARC Data Team will enter the new employee information from the form 8021a, *New Personnel Information for ChildPlus Database*, within 1 week of receipt.
CHANGE IN POSITION/EMPLOYMENT STATUS/TERMINATION

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data for employees who transition to a different position OR have a change in their employment status.

1. Designee for each program will submit the form 8021b, Change in Position/Employment Status/Termination.
   a. Designee will complete all applicable information that applies to the employee.
   b. Designee will provide supporting documentation where applicable.
2. Form 8021b will be emailed to the MARC Data Team at hsdatateam@marc.org with a subject of “HR”.

QUARTERLY UPDATES FOR NON-QUALIFIED STAFF and STAFF RECEIVING MARC FUNDING FOR CONTINUING EDUCATION

Direct service providers will follow these guidelines in the collection and transmission of required personnel information and data for employees who are non-qualified for their positions.

1. Designee for each program will submit applicable form:
   a. Form 8021c semester updates for staff enrolled in college coursework
   b. Form 8021d quarterly updates for Non-Qualified Staff seeking CDA
   c. Designee will complete all applicable information that applies to the employee.
   d. Designee will provide supporting documentation where applicable.
2. Forms 8021c or 8021d will be emailed to the MARC Data Team at hsdatateam@marc.org with a subject of “HR”.

The MARC Data Team will enter the employee updates within 1 week of receipt.

Administrators for Tier 1 and Tier 2 direct service providers will have viewing access to personnel records in ChildPlus.