

| Michigan Family Independence Agency Office of Children and Adult Licensing Court Operated Facility Employee File Review | | Staff / Volunteer Name | | | | | | | | | | | | | | | | | | | |
|--|---------------|------------------------|---------------|---------------|-------------|-----|-----|------|----|-------|---|-------|---|------------------|--|--|--|--|--|--|--|
| | | 1. | 2. | 3. | 4. | 5. | 6. | 7. | 8. | | | | | | | | | | | | |
| Facility | | | | | | | | | | | | | | | | | | | | | |
| Consultant | Date | | | | | | | | | | | | | | | | | | | | |
| Sample Size 1. All employees hired since last evaluation 2. <table border="0" style="display: inline-table; vertical-align: middle;"> <tr> <td style="text-align: center;"><u># Over</u></td> <td style="text-align: center;"><u>Sample</u></td> </tr> <tr> <td style="text-align: center;"><u>1 year</u></td> <td style="text-align: center;"><u>Size</u></td> </tr> <tr> <td style="text-align: center;">1-3</td> <td style="text-align: center;">All</td> </tr> <tr> <td style="text-align: center;">4-30</td> <td style="text-align: center;">3</td> </tr> <tr> <td style="text-align: center;">31-60</td> <td style="text-align: center;">6</td> </tr> <tr> <td style="text-align: center;">61-90</td> <td style="text-align: center;">8</td> </tr> </table> | | <u># Over</u> | <u>Sample</u> | <u>1 year</u> | <u>Size</u> | 1-3 | All | 4-30 | 3 | 31-60 | 6 | 61-90 | 8 | Hire Date | | | | | | | |
| <u># Over</u> | <u>Sample</u> | | | | | | | | | | | | | | | | | | | | |
| <u>1 year</u> | <u>Size</u> | | | | | | | | | | | | | | | | | | | | |
| 1-3 | All | | | | | | | | | | | | | | | | | | | | |
| 4-30 | 3 | | | | | | | | | | | | | | | | | | | | |
| 31-60 | 6 | | | | | | | | | | | | | | | | | | | | |
| 61-90 | 8 | | | | | | | | | | | | | | | | | | | | |
| # of Employees < 1 Year _____ # of Employees > 1 Year _____ | | Position | | | | | | | | | | | | | | | | | | | |
| R 400.10113 Employee records. Employee records shall be maintained for each employee and shall include all of the following information: (a) Name. | | | | | | | | | | | | | | | | | | | | | |
| (b) Verification of education where minimum education requirements are specified by rule. | | | | | | | | | | | | | | | | | | | | | |
| (c) Work history. | | | | | | | | | | | | | | | | | | | | | |
| (d) Three references which are obtained before employment from persons unrelated to the employee. | | | | | | | | | | | | | | | | | | | | | |
| (e) A record of any convictions other than minor traffic violations. | | | | | | | | | | | | | | | | | | | | | |
| (f) A written evaluation of the employee's performance within the first 6 months of each position designated by these rules and annually thereafter. | | | | | | | | | | | | | | | | | | | | | |
| (g) Verification of freedom from communicable disease at the time of employment. | | | | | | | | | | | | | | | | | | | | | |
| R 400.10115 Tuberculosis screening for employees and volunteers. A facility shall document that each employee and each volunteer who has contact with residents 4 or more hours per week for more than 2 consecutive weeks is free from communicable tuberculosis. Freedom from communicable tuberculosis shall be verified within the 3-year period before employment and shall be verified every 3 years after the last verification. | | | | | | | | | | | | | | | | | | | | | |
| R 400.10121 Direct care worker; qualifications. (1) A direct care worker shall have completed 30 semester hours of college or equivalent quarter hours. (2) In place of meeting the requirement specified in subrule (1) of this rule, a direct care worker shall have a minimum of a high school diploma or its equivalent and 2 years of work experience in a facility or child caring institution. | | | | | | | | | | | | | | | | | | | | | |
| R 400.10125 Initial staff orientation and ongoing staff training. (1) A facility shall provide an orientation program for all direct care workers. | | | | | | | | | | | | | | | | | | | | | |
| (2) A facility shall document that each direct care worker participated in 40 hours of planned orientation preceding independent assignment to direct care functions. The orientation shall include the following: | | | | | | | | | | | | | | | | | | | | | |
| (a) The facility's purpose, policies, and procedures, including those related to discipline, crisis intervention, emergency, and safety. | | | | | | | | | | | | | | | | | | | | | |
| (b) The role of the staff members in service delivery and the protection of the residents. | | | | | | | | | | | | | | | | | | | | | |
| (3) In addition to the orientation training, a facility shall document that each direct care worker received 24 clock hours of planned training annually. | | | | | | | | | | | | | | | | | | | | | |