

AFC Group Home–Employee Records Worksheet

Facility : _____

Lic#: _____

Date of Review: _____

	Name:				
	Start Date:				
R 208 (1)	DIRECT CARE STAFF EMPLOYEE RECORD				
	(a) Address, ph#, SS#				
	(b) Professional Lic., Cert.				
	(c) Copy of Driver's				
R 204 (1), 208 (1)(d)	Verification of Age				
R208 (1)(e)	Verification of experience				
R 208(1)(e)	Verification of education				
R208 (1)(e)	Verification of training				
R208(1)(f)	Verification of reference checks—2				
R 205(3) & 208(1)(h)	Medical Information- Physicians statement at hire or w/ 30 days				
R 205(6) & 208(1)(h)	Annual health review				
R 205(5) & 208(1)(h)	TB testing results--current at hire & every 3 yrs after				
R 207(2) & (3)	Verification of receipt of personnel polices & job description				
R 201(10) & 204(2)(a)	Suitability determination				
MCL400.713 (3)(e)	Verification of GMC determination – hired prior to 8/01/04				
MCL400.734a & 400.713(3)(e)	Good moral character and convictions if hired 8/1/04 or after				
R 205(7)	Volunteers-Physical/mental health and free from communicable disease.				
R 208(1)(e)	VERIFICATION OF TRAINING & COMPETENCIES				
R 204(3)(a)	Reporting requirements				
R 204(3)(b)	First Aid				
R 204(3)(c)	CPR				
R 204(3)(d)	Personal Care/ Supervision/ Protection needs of residents in home				
R 204 (3)(e)	Resident Rights				
R 204(3)(f)	Safety and Fire Prevention				
R 204(3)(g)	Prevention & Containment of Communicable Diseases				
R 312(4)(a)	Medication Administration				
R 307(3)	Behavior Intervention Techniques				
R 309(8)	Crisis Intervention, if applicable				
R 201(14)	Food Preparation Staff- training or experience (for 7+ homes)				