

Technical Assistance
Example Format to Arrange Employee/Volunteer Records

I. PURCHASE ITEMS:

- A. One Classification folder with at least 2 dividers (or a 3-hole folder) for each employee/volunteer
- B. Six 3-hole dividers (only if using 3-hole folder) for each employee/volunteer record
- C. One 3-hole paper punch that adjusts to a 2-hole paper punch

II. EMPLOYEE/VOLUNTEER RECORD FORMAT:

Using one folder for each employee/volunteer, complete the following:

INSERT DIVIDER HERE

Section 1.

- A. State of Michigan picture ID or Driver's License
- B. Social Security Card
- C. Highschool or GED if applicable (or college diploma)
- D. Professional certification (if applicable)

INSERT DIVIDER HERE

Section 2.

- A. Application or other methods to document date of hire
- B. Initial physical at the time of hire
- C. Initial TB test results at the time of hire
- D. Two written verifications of correspondence with references
- E. Verification of good moral character
- F. Verification employee/volunteer received a copy of their job description/facility policies and procedures

INSERT DIVIDER HERE

Section 3.

- A. Current verification of Annual Health Status
- B. Current Verification of TB Test Results

INSERT DIVIDER HERE

Section 4.

Provide each certificate and curriculum transcript or each method and evaluation used by the licensee to determine employee/volunteer competences for the following areas:

- A. Current CPR Card
- B. Current First Aid Care
- C. Reporting Requirements
- D. Personal care, supervision, and protection
- E. Resident rights
- F. Safety
- G. Prevention and containment of communicable diseases
- H. Medication administration
- I. Behavioral management
- J. Crisis intervention
- K. Any/all training required by CMH contract (if applicable)

INSERT DIVIDER HERE

Section 5.

- A. Expired annual health status
- B. Expired TB test results
- C. Expired CPR cards/first aid cards
- D. Expired professional certificates (if applicable)
- E. Verification of employee/volunteer date of termination