



**Audit Name**  
Residential Staff Qualifications

**Passing % (Scores falling below this percentage will be subject to a Provider Response/Corrective Action)**  
95

<b>Employment Requirements for Direct Care Workers</b>	
<b>1. It is evident that the staff profile has been created and maintained in MHWIN.</b>	Not Met/Met N/A
<b>2. Documentation of the date of hire or offer letter.</b>	Not Met/Met N/A
<b>3. The current job description is present in personnel file signed and dated by the employee. (Annual)</b>	Not Met/Met N/A
<b>4. There is an I-9 verification in personnel file.</b>	Not Met/Met N/A
<b>5. There is evidence of a State of Michigan Eligibility Letter in the personnel file establishing that a DCW is employed at an AFC Home.</b>	Not Met/Met
<b>6. There is evidence that a criminal background check was completed prior to the date of hire.</b>	Not Met/Met N/A
<b>7. There is evidence a Criminal Background check has been completed annually.</b>	Not Met/Partial/Met N/A
<b>8. There is evidence of monthly HHS Office of Inspector General (OIG) Clearance for this staff member?</b>	Not Met/Met N/A
<b>9. There is evidence of a negative TB Screening completed triennially.</b>	Not Met/Met N/A
<b>10. There is evidence of an Annual Health Appraisal or Waiver.</b>	Not Met/Met N/A
<b>11. There is evidence of an annual Performance Evaluation.</b>	



Not Met/Met	N/A
<b>12. Emergency contact information is in the personnel file (Updated annually).</b>	
Not Met/Met	N/A
<b>13. There is a copy of Social Security Card in personnel file.</b>	
Not Met/Met	N/A
<b>14. There is a job application and resume in the personnel file.</b>	
Not Met/Met	N/A
<b>15. There is evidence that staff met the requirement for completion of a New Employee Orientation.</b>	
Not Met/Met	N/A
<b>16. There is evidence that staff met the requirement for CPR/First Aid Training (Biennial)</b>	
Not Met/Met	N/A
<b>17. There is evidence that staff met the requirement for Direct Care Worker Tool Box Training with completion date.</b>	
Not Met/Met	N/A
<b>18. Diploma/GED or proof staff completed a basic literacy examination.</b>	
Not Met/Met	N/A
<b>19. There is a copy of a current driver's license or State ID (front and back) in personnel file.</b>	
Not Met/Met	N/A
<b>20. There is evidence that staff completed the Face to Face Recipient Rights New Hire training within 30 days of hire.</b>	
Not Met/Met	N/A



**Detroit Wayne Mental Health Authority Required Courses**

**1. Abuse & Neglect: Reporting Requirements (Biennial).**

Not Met/Met N/A

**2. Anti-Harassment & Non-Discrimination Training for Employees (Biennial).**

Not Met/Met N/A

**3. Anti-Harassment & Non-Discrimination Training for Leaders. (Biennial).**

Not Met/Met N/A

**4. Cultural Competence/Diversity Training (previously Cultural Competence: A Foundation Course) (Annual).**

Not Met/Met N/A

**5. Emergency Preparedness (Biennial).**

Not Met/Met N/A

**6. HIPPA Basics (Annual).**

Not Met/Met N/A

**7. Human Sex Trafficking (Biennial)**

Not Met/Met N/A

**8. Limited English Proficiency (LEP) (Triennial).**

Not Met/Met N/A

**9. Medicaid Fair Hearings, Local Appeals & Grievances (Biennial).**

Not Met/Met N/A

**10. Medicare and Medicaid General Compliance Training (Previously Corporate Compliance) (Annual).**

Not Met/Met N/A

**11. Medicare Fraud & Abuse (Annual).**

Not Met/Met N/A



<b>12. Person-Centered Planning and Individual Plan of Service for (DCW) (Annual).</b>	
Not Met	N/A
Met	Met
<b>13. Person-Centered Planning with Children, Adults &amp; Families (Annual). Only needs to be completed by workers with Bachelors degree or higher.</b>	
Not Met	N/A
Met	Met
<b>14. Recipient Rights (Annual).</b>	
Not Met	N/A
Met	Met
<b>15. Universal Precautions/Bloodborne Pathogens/Infection Control (Previously Infection Control &amp; Standard Precaution (Biennial)).</b>	
Not Met	N/A
Met	Met
<b>16. Medication Refresher (Biennial).</b>	
Not Met	N/A
Met	Met