

## Audit: Section Creation

### Audit Name

AFC Staff Qualifications 2021

Ok To Use

Combined Audit

Consumer linked to this audit (displays consumer lookup)

Staff Credentialing Audit (audit will be linked to staff)

Claim linked to this audit (displays claim lookup)

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

95

## Employment Requirements for Direct Care Workers

1. \*Documentation of the date of hire and date of separation, if applicable.

Not Met/Met N/A

2. \*There is evidence that a criminal background check was completed prior to the date of hire.

Not Met/Met N/A

3. \*There is evidence of a State of Michigan Eligibility Letter in the personnel file that includes the name of the specific facility / location the employee is working.

Not Met/Met N/A

4. \*There is evidence of the Recipient Rights Violation Check.

Not Met/Met N/A

5. \*There is an I-9 verification in personnel file.

Not Met/Met N/A

6. \*There is a copy of a current driver's license or State ID (front and back) in the personnel file verifying the employee's age.

Not Met/Met N/A

7. Emergency contact information is in the personnel file (Updated annually).

Not Met/Met N/A

8. \*The current job description is present in personnel file signed and dated by the employee. (Annual)

Not Met/Met N/A

9. There is a job application and resume in the personnel file.

Not Met/Met N/A

10. There is evidence of an annual Performance Evaluation.

Not Met/Met N/A

11. Health Appraisal (annual)

Not Met/Met N/A

12. There is evidence of a negative TB Screening completed triennially.

Not Met/Met N/A

13. \*There is evidence that staff met the requirement for "Providing Residential Services in Community Settings: A Training Guide" or an approved alternative curriculum.

Not Met/Met N/A

14. There is evidence that staff met the requirement for completion of a New Employee Orientation within 30 days of employment.

Not Met/Met N/A

15. \*There is evidence that staff met the requirement for Recipient Rights for New Hires within 30 days of hire.

Not Met/Met N/A

16. \*There is evidence that staff met the requirement for CPR/First Aid Training (Biennial)

Not Met/Met N/A

17. \*There is evidence the employee is able to communicate expressively and receptively in order to follow individual plan requirements and beneficiary-specific emergency procedures and report on activities performed.

Not Met/Met N/A

## **Detroit Wayne Integrated Health Network Required Courses**

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

Not Met/Met N/A

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

Not Met/Met N/A

### **3. Cultural Competence/Diversity (Annual).**

Not Met/Met N/A

### **4. Emergency Preparedness (Biennial).**

Not Met/Met N/A

### **5. Grievances, Appeals, and State Fair Hearings (Biennial).**

Not Met/Met N/A

### **6. HIPPA (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. Medicare and Medicaid General Compliance (Annual).**

Not Met/Met N/A

### **10. Medicare Fraud & Abuse (Annual).**

Not Met/Met N/A

### **11. Person-Centered Planning & Individual Plan of Service for Direct Support Professionals (Direct Care Workers) (Annual).**

Not Met/Met N/A

### **12. Recipient Rights - Annual.**

Not Met/Met N/A

### **13. Universal Precautions/Bloodborne Pathogens/Infection Control (Biennial).**

Not Met/Met N/A

### **14. \*Medication Administration for New Hires.**

Not Met/Met N/A

### **15. \*Medication Administration Refresher (Biennial)**

Not Met/Met N/A