

In order to be in compliance with CAHC's Standard IV, personnel records for all employees should contain, at minimum:

- Employment Application - make sure all sections of the application are complete
- Face front photograph of employee
- Interview documentation
- Verification of Work History
- Validated copy of employee's certificate or license using the appropriate language (see Glossary)
- A copy of the annual on-line verification of the employee's license or certificate from the State
- Health Attestation Form
- Orientation to the Agency documentation
- Field Staff competency documentation - Initial & Annual
- Performance evaluations - Post Orientation & Annual
- Clinical supervision documentation
- In-service documentation (Companion/CHHA)
- Other agency requirements (ex. malpractice insurance) if applicable
- Date of First Case (DOFC): Field Staff
- Date of First Day Working: Nurse Supervisors

The following must always remain in active personnel files:

- Employment Application
- Verification of Work History
- Validated copy of employee's certificate or license
- Health Attestation Form
- Date of First Case (DOFC): Field Staff
- Date of First Day Working: Nurse Supervisors

The following must be accessible to the surveyor for at least the most recent 12 months:

- Employment Application Verification of Work History
- Orientation to the Agency
- Field Staff competency Performance Evaluations
- Clinical supervision documentation
- In-service education documentation

Helpful Tip:

**Use a tab system or file folder to organize employee files so personnel forms are easier to find!
Documents in personnel files should be arranged in the same order.**