



HYS Staff Records Checklist

Facility:		Date:		
ROI ID#: ID.MMDDYY.S		Period Under Review (PUR):		
		CDHS Staff:		
STAFF'S NAME:	Name: Position: Hire Date:	Name: Position: Hire Date:		
REQUIREMENT	OBSERVATION	NOTES	OBSERVATION	NOTES
7.701.65.A.1 Name, address, birth date	Unanswered		Unanswered	
7.701.65.A.2 Date of hire and date and reason for separation, if applicable	Unanswered		Unanswered	
7.701.8 Application and signed perjury statement	Unanswered		Unanswered	
7.701.32.B Trails/BIU submitted on or up to 30 days prior to the first day	Unanswered		Unanswered	
7.701.32.B.1 Trails/BIU results- successfully completed prior to unsupervised contact with children/youth	Unanswered		Unanswered	
7.701.32.H 5 Year Trails/BIU check renewed and cleared	Unanswered		Unanswered	
7.701.321 National sex offender name & address check prior to first day and annually	Unanswered		Unanswered	
7.701.321 Colorado sex offender name & address check prior to first day and annually	Unanswered		Unanswered	
7.701.33.A.1 Fingerprints submitted on or up to 30 days prior to first day of employment	Unanswered		Unanswered	
7.701.33.B.3 CBI results- successfully completed prior to unsupervised contact with children/youth	Unanswered		Unanswered	



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7.701.33.B.3 FBI results- successfully completed prior to unsupervised contact with children/youth	Unanswered		Unanswered	
7.701.33.C.4 5 Year FBI renewal	Unanswered		Unanswered	
7.701.33.J.1.c Out-of-state abuse & neglect registry check (past 5 years)	Unanswered		Unanswered	
7.701.33.J.1.b Out-of-state sex offender registry check (past 5 years)	Unanswered		Unanswered	
7.701.33.K Out-of-state criminal history check for non-NFF states (past 5 years)	Unanswered		Unanswered	
7.705.56.C Driver's license and insurance if transporting	Unanswered		Unanswered	
7.701.65.A.3; 7.705.41 - 7.705.45; 7.715.31-23; 7.715.34-36 Documents verifying education and experience (transcripts, GED, diploma, resume); verification of qualifications	Unanswered		Unanswered	
7.705.44.F-H Professional licensure	Unanswered		Unanswered	
7.701.65.A.4 Training and work experience	Unanswered		Unanswered	
7.701.65.A.5 2 employment references	Unanswered		Unanswered	
7.701.53.A Signed abuse reporting form	Unanswered		Unanswered	
7.701.65.A.6 & 715.37 D & E Health evaluation prior to start date	Unanswered		Unanswered	



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REQUIREMENT	OBSERVATION	NOTES	OBSERVATION	NOTES
7.701.65.A.7 Written indication of awareness of agency policies	Unanswered		Unanswered	
7.705.64.A.2 Written verification of receipt of personnel policy at the start of employment	Unanswered		Unanswered	
7.701.200.F Reasonable and Prudent Parent Standard Training (at least one staff)	Unanswered		Unanswered	
7.701.500.A 2 employees Trails access for CIRs	Unanswered		Unanswered	
7.701.500.C Remove Trails access within 10 days of departure	Unanswered		Unanswered	
Initial and Ongoing Training				
7.715.38.B.1 Emergency and safety	Unanswered		Unanswered	
7.715.38.B.2 Universal precautions	Unanswered		Unanswered	
7.715.38.B.3 Principles and practices working with youth	Unanswered		Unanswered	
7.715.38.B.4 Administrative procedures/program goals	Unanswered		Unanswered	
7.701.300.B Cultural responsiveness training (initial 4 hours/annual 2 hours)	Unanswered		Unanswered	
7.701.400.B Trauma-informed care training (initial 4 hours/annual 2 hours)	Unanswered		Unanswered	
7.715.38.B.5 and 7.715.38.B.7 Behavior management/discipline; positive methods and de-escalation techniques	Unanswered		Unanswered	
7.715.38.B.6	Unanswered		Unanswered	



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REQUIREMENT	OBSERVATION	NOTES	OBSERVATION	NOTES
Professional boundaries				
7.715.51.C First Aid/CPR Certification (per shift)	Unanswered		Unanswered	
7.715.51.F QMAP (per shift/to dispense)	Unanswered		Unanswered	
7.715.87.D Driver's license and insurance (for drivers)	Unanswered		Unanswered	
7.715.38.B.9 20 hours of training ongoing	Unanswered		Unanswered	
7.715.38.B.8 Annual review of regulations	Unanswered		Unanswered	
7.715.38.B.1 Emergency/safety procedures semi-annual	Unanswered		Unanswered	

Volunteer and Intern Requirements				
VOLUNTEER/INTERN'S NAME:	Name: Position: Hire Date:		Name: Position: Hire Date:	
REQUIREMENT	OBSERVATION	NOTES	OBSERVATION	NOTES
7.701.331.B.1 Information form complete	Unanswered		Unanswered	
7.701.331.B.2 Signed acknowledgement form with roles/responsibilities	Unanswered		Unanswered	
7.701.331.B.2 Signed abuse reporting form	Unanswered		Unanswered	
7.701.331.B.3 Orientation includes minimum requirements	Unanswered		Unanswered	
7.701.331.D If working directly with youth but supervised by staff, reference checks and BIU completed	Unanswered		Unanswered	



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7.701.331.E If working unsupervised with youth, CBI/FBI fingerprints, BIU check, training per 714.92.B, licensed if needed, face-to-face supervision, semi-annual performance review	Unanswered		Unanswered	
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Notes/Technical Assistance: