

Secure Residential Treatment Center Staff Records

Facility Name	ID#			CDHS Staff Date		
Staff Name						
Position/Title Hire Date						
Date of Birth 713.45						
Driver's License 713.57 E						
Application/ Perjury Statement 701.8						
Abuse Reporting Form 701.53 A						
Fingerprints submitted to CBI w/in 5 days 701.33 D 4						
FBI Results 701.33 A 1 a						
FBI Updated every 5 years 701.33 D 5						
CBI Results 701.33 A 1 a						
Medical Exam 713.42 E 1-3						
TRAILS/BIU Submitted w/in 10 days of hire/ Received 701.32 D 2						
TRAILS/BIU updated every 5 years 701.32 J						
Staff Qualifications						
Verification of Education/Transcript/ Work Experience 713.43-45 713.47						

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Staff Initials:						
Professional Licensure 713.47C-E						
Personnel Policy Received at Hire 713.41 B						
Initial / Annual Training						
40 hours Orientation/Training Prior to Job Assignment- New Full Time 713.41 C 1						
Purpose/Goals of Facility 713.41 C 1						
Policies and Procedures 713.41 C 1						
Working Conditions and Regulations 713.41 C 1						
Responsibilities and Rights of Employees 713.41 C 1						
Juvenile Justice and Correctional Field 713.41 C 1						
Job Specific Requirements 713.41 C 1						
Clerical/Support Staff +16 hours First Year/ 16 hours Annual 713.41 C 2						
Professional Specialists +40 Hours First year/ 40 Hours Annual 713.41 C 3						
New Youth Care Staff +120 Hours First Year/ 40 Hours Annual 713.41 C 5						
Security/Supervision of Youth Procedures 713.41 C 5 a-b						
Physical Management/Restraint 713.41 C 5 c						
Report Writing 713.41 C 5 d						
Youth Rules and Regulations 713.41 C 5 e						

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Staff Initials:						
Rights and Responsibilities of Youth 713.41 C 5 f						
Fire and Emergency Procedures 713.41 C 5 g						
Key Control 713.41 C 5 h						
Interpersonal Relations 713.41 C 5 i						
Social/Cultural Lifestyles of the Youth Population 713.41 C 5 j						
Child Growth and Development 713.41 C 5 k						
Communication Skills 713.41 C 5 l						
PT Staff Appropriate Training to Assignment 713.41 C 6						
Administrative/ Management Staff 80 Hours First Year/ 40 Hours Annually 713.41 C 8						
General Management 713.4 1C 8						
Labor Laws 713.41 C 8						
Employee Management Relations 713.41 C 8						
Criminal & Juvenile Systems 713.41 C 8						
Relations w/ Other Service Agencies 713.41 C 8						
Cultural Responsiveness training 7.701.300 B (4hrs initial)						
Trauma-Informed Care training 7.701.400 B (4hrs initial)						
Ongoing Training						
CPR/First Aid (expiration) 713.31 J 2						

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713.41 C 5 m						
QMAP (expiration) 713.31 M 2						
Original/ Annual Restraint Training 714.535 A 1						
6 Month Refresher 714.535 A 1						
Cultural Responsiveness training 7.701.300 B (2hrs annual)						
Trauma-Informed Care training 7.701.400 B (4hrs initial)						