



RCCF Staff Records Checklist

Facility:		Date:		
ROI ID#: ID.MMDDYY.S		Period Under Review (PUR):		
CDHS Staff:				
STAFF'S NAME:	Name:	Name:		
	Position:	Position:		
	Hire Date:	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 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 and 7.705.41-7.705.45 Documents verifying education (transcripts, GED, diploma); 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 Health evaluation prior to start date	Unanswered		Unanswered	



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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 start of employment	Unanswered		Unanswered	
7.701.200.F Reasonable and Prudent Parent Standard training (at least one staff)	Unanswered		Unanswered	
7.714.82.F First Aid/CPR/AED (1 staff present on each shift: 1:20 youth)	Unanswered		Unanswered	
7.714.82.O Naloxone training (all staff)	Unanswered		Unanswered	
7.714.82.J.12.b QMAP (1 staff available during all operational hours)	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				
7.714.92.A.1; 7.714.92.B.2.a Introductory training and orientation to emergency and safety procedures, duties and responsibilities- within 30 days of hire and semi-annually	Unanswered		Unanswered	
7.714.92.A.1.a Boundaries training- within 30 days of hire	Unanswered		Unanswered	



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7.714.92.A.1.c Signed boundary policy agreement form- within 30 days of hire and annually	Unanswered		Unanswered	
7.701.300.B Cultural responsiveness training (initial 4 hours/annual 2 hours)	Unanswered		Unanswered	
7.701.400.B; 7.714.92.B.1.f Trauma-informed care training (initial 4 hours/annual 2 hours); facility's trauma-informed care model	Unanswered		Unanswered	
7.714.534.A Original restraint training	Unanswered		Unanswered	
7.714.534.A.1 6 month refresher restraint training	Unanswered		Unanswered	
7.714.534.A.1.a Quarterly restraint performance observation	Unanswered		Unanswered	
Training Within 90 Days of Hire and Annually				
7.714.92.B.1.b Admin procedures and program goals	Unanswered		Unanswered	
7.714.92.B.1.a Behavior management/discipline	Unanswered		Unanswered	
7.714.92.B.1.c De-escalation strategies	Unanswered		Unanswered	
7.714.92.B.1.d Supervision of children/youth	Unanswered		Unanswered	
7.714.92.B.1.e Individual child's plan training, as applicable to staff's position	Unanswered		Unanswered	
7.714.92.B.1.g Confidentiality	Unanswered		Unanswered	
7.714.92.B.1.h State mandatory reporting training	Unanswered		Unanswered	



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7.714.92.B.1.i Regulations review	Unanswered		Unanswered	
7.714.92.B.1.j Labor/sex trafficking signs	Unanswered		Unanswered	
7.714.92.B.3.c 10 hours of training per year, specific to purpose & population	Unanswered		Unanswered	
7.714.92.B.3.d 32 hours of annual training for CHRP	Unanswered		Unanswered	

Staff Training for Specialized Programs for Children/Youth at Risk of and Survivors of Trafficking				
7.714.65.C.1-8 Training in required areas within 90 days of beginning employment and annually	Unanswered		Unanswered	
7.714.65.D 8 additional hours of annual training in human trafficking subject areas	Unanswered		Unanswered	

Volunteer and Intern Requirements				
VOLUNTEER/INTERNS 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	



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7.701.331.D If working directly with youth but supervised by staff, reference checks and BIU completed	Unanswered		Unanswered	
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	

Notes/Technical Assistance: