

Residential Child Care Facility-Staff Record

Facility Name	ID#	CDHS Staff Date				
Staff's Name:						
Position/Title / Qualifications 7.705.42-44 & 46-47						
Hire Date 7.705.63						
Address & Phone 7.705.63						
Date of Birth 7.705.63						
Driver's License & Insurance 7.714.516 C & D						
Emergency Contact (Name and Phone) 7.705.63						
References 7.705.63						
Application and Perjury Statement 7.701.8						
Abuse Reporting Form 7.701.53 A						
Fingerprint Card Submitted to CBI w/in 5 days of Hire 7.701.33 D 4 a						
CBI Results 7.701.33 A 1						
FBI Results 7.701.33 A 1						
FBI Results- 5 Year Check 7.701.33 D 5						
TRAILS Submitted w/in 10 Days of Hire/ Received 7.701.32 E & 701.32 K						
Facility Name	ID#	CDHS Staff				

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		Date			
Staff initials from page 1:					
TRAI:LS/BIU- 5 Year Check 7.701.32 J					
Verification of Education/Official Transcript 7.705.63					
Verification of Work Experience 7.705.63					
Professional Licensure 7.705.46 C-E					

Initial Hire Training Requirements					
Safety/Job/Agency Policies Orientation Training 7.714.92 A 1					
Developmentally Appropriate Practices Policies 7.714.92 B 2					
Policy/Overall Program Goals Review 7.714.92 B 3					
Policy/Recognizing Dangerous Environment 7.714.92 B 9					
Policy/Non-Physical Intervention Skills 7.714.535 A 1					
Policy/Professional Boundaries 7.714.92 B 5					
Cultural Responsiveness training 7.701.300 B (4hrs annual)					
Trauma-Informed Care training 7.701.400 B (4hrs annual)					

NOTES:

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Facility Name	ID#			CDHS Staff Date		
Staff initials from page 2:						
Ongoing Training Requirements						
Emergency/Safety Policies Review-Semi-Annual 7.714.92 B 1						
Annual Licensing Regulations Review 7.714.92 B 6						
20 Clock Hours Annually 7.714.92 B 7						
Original Restraint Training 7.714.535 A 1						
6-Month Refresher Restraint Training 7.714.535 A 1						
Medication Administration 7.705.31 & 7.714.81 J 8						
Prudent Parent Standard Training (at least one staff) 7.701.200 D						
Cultural Responsiveness Training (2hrs annual) 7.701.300 B						
Trauma-Informed Care Training (2hrs annual) 7.701.400 B						
1 st Aid present on Shift (exp date) 1 Per 20 Youth 7.714.81 F						
CPR present on Shift (exp date) 1 Per 20 Youth 7.714.81 F						
Clinical Staff Trained Annual on Development and Review of Individual Child's Plan (QRTP & PRTF) 7.714.932 D 13						
Registered, Licensed Nurse, Or Other Licensed Medical Staff According to the Trauma-Informed Treatment Model (QRTP) 7.705.204						