Staff Table of Contents: Staff Name:

Training Tracker

Date of Hirer

1. **Human Resource:**
2. Sub-contractor Checklist
3. Application/ Resume
4. GED or High School Diploma
5. Form I-9
6. Form W-4/ W-9
7. Personal References
8. New sub-contractor Hire Agreement
9. Training Policy
10. Auto Acknowledge
11. Medicaid Fraud
12. **Identification:**
    1. Driver’s License/ SS card
    2. Car Insurance/ Registration
13. **Background Screening:**
    1. Local Background
    2. Affidavit of Good Moral Character
    3. FDLE/FBI or AHCA Background
14. **Training:**
    1. HIPPA
    2. CPR/ First Aid
    3. HIV
    4. Zero Tolerance
    5. Person Centered
    6. Choice & Rights
    7. Documentation Requirements
    8. Core Assurance
    9. Core Competency (Health & Safety and Intro to Developmental Dis)
    10. Scope of Services Rendered/Needs and Characteristics of the individual
15. **Michelle’s Companion Services Documents:**
    1. HIPPA Compliance Agreement
    2. NON Medication Administering
    3. Service Requirement
    4. Abuse & Neglect Policy
    5. Grievance Policy
    6. Incident Reporting