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