

**PCA Employee File Checklist**

Employee Name:

Employee ID:

Hire Date:

Items listed below must be maintained in Employee File and made available for State and/or Federal audits.

Upon Hire	Date added	Compliance Officer Initial
Job Description		
Licensure/certification (as required for job description)		
National Fingerprint based background check		
Valid, state issued photo ID		
High School Diploma/GED or proof of ability to read and write		
Health Attestation		
First Aid certification		
CPR certification		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Training Records		
Performance Reviews		
Signed confidentiality agreement that includes social media waiver		

If employee renders service to a relative, provider must maintain documentation in the members file that services are in compliance with policies for Relatives as DCWs.

Annually	Date added	Compliance Officer Initial
Health Attestation		
Relative as DCW compliance documentation (if applicable)		
Training Records		
National Fingerprint based background check (bi-annually)		
State issued photo ID remains valid		
Performance Reviews		

Monthly	Date added	Compliance Officer Initial
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
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