

Employee File Checklist		
Position Held:		
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
Copy of valid, state issued ID (<i>drivers are required to have driver's license</i>)		
Application and date of hire		
Job descriptions		
High school diploma, GED diploma, other educational degrees, or proof of ability to read and write accurately		
Any licensure and/or certifications as required by the Division of Medicaid for job description		
Fingerprint-based National Criminal Background Check(s)		
Nurse Aide Abuse Registry Checks		
Office of Inspector General (OIG) Checks		
Health Attestation		
Signed confidentiality agreement that includes social media waiver		
Training and evaluation records		
Required professional certifications and credentials including CPR and First Aid		
Annually	Date added	Compliance Officer Initial
Health Attestation		
Training Records		
National Fingerprint based background check (bi-annually)		
State issued photo ID remains valid		
Monthly	Date added	Compliance Officer Initial
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
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Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		

Monthly	Date added	Compliance Officer Initial
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Office of Inspector General Check		
Nurse Aide Abuse Registry Check		
Annual Renewal Due, start new form		
Employee Name:		
Employee ID:		