

Personnel File Compliance Checklist (PSA & CMS)

- Employment/Contract Agreement
- Job Description
- Background Check (pre-service)
- Abuse Prevention & Reporting Training (initial)
- Annual Abuse Training
- Training Acknowledgment Form
- License/Certification (if applicable)
- Orientation Checklist
- Performance Evaluations
- Disciplinary Records (if applicable)
- Exclusion Screening
- Confidentiality Agreement

Master PSA Policy Index (Cross-Referenced)

Policy	Reference
Client Rights Policy	907 KAR 1:170
Abuse Prevention Policy	907 KAR 1:170 / CMS
Abuse, Neglect & Exploitation Reporting Policy	KRS 209 / CMS
Incident Reporting Policy	PSA / CMS
Training & Competency Policy	PSA
Personnel Records Policy	PSA
Confidentiality & HIPAA Policy	Federal / State
Non-Retaliation Policy	CMS / PSA

Forms Conversion Note

All forms contained within this toolkit are designed for conversion to **fillable PDF or Word templates** for electronic or paper use.

Approved By: Administrator

Effective Date: _____ **Review Date:** _____