

## 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
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## 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

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## Forms Conversion Note

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

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**Approved By:** Administrator

**Effective Date:** \_\_\_\_\_ **Review Date:** \_\_\_\_\_