



## Department of Health Home Health Personnel Survey Tool

### Personnel, Contractor, Volunteer Personnel Record Review

Agency \_\_\_\_\_ Review Date \_\_\_\_\_ Surveyor \_\_\_\_\_

	<b>Identifier</b>					
	<b>Staff Name</b>					
	<b>Discipline</b>					
	<b>Date of Hire</b>					
	<b>Service Category</b>					
<b>Tag Number</b>	<b>Personnel Record Requirement</b>					
Z 1435	License, Credential, Certification					
Z 1460	NAR/to NAC (12 months )					
Z 1440	References					
Z1450	Orientation					
Z 1455	Verification of Skills					
Z 1465	Criminal Hx Disclosure					
Z 1465	WSP CHBC					
Z 1470	P&P Training					
Z1495	Annual Eval with On-Site Observation					
<b>HH &amp; HP and if required by HC P&amp;Ps</b>						
Z 1475	CPR					
Z 1490	TB					
Z 1490	Hep. B					
<b>P&amp;P Requirements</b>						
Z 1255	Job Description					
Z 1340	In-Person Contact					
Z 1380	Infection Control Practices					
Z 1480- Z 1485	Food Storage, Preparation, Handling					
Z 1360	Telehealth. If applicable					

	<b>Identifier</b>					
<b>Z 1335</b>	<b>Abuse &amp; Neglect</b>					
<b>See Page 2</b>	<b>Character competency Factors assessment</b>					
<b>Z1290</b>	<b>Reasonable good Faith</b>					
<b>Z1295</b>	<b>Level of patient vulnerability</b>					
<b>Z 1300</b>	<b>Behaviors since conviction</b>					
<b>Z 1305</b>	<b>Pattern of offence</b>					
<b>Z 1310</b>	<b>Number of years since conviction</b>					
<b>Z 1315</b>	<b>Self-disclosure</b>					
<b>Z 1320</b>	<b>Other health/safety</b>					
<b>Z 1325</b>	<b>Dept. has final authority</b>					