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| **DEPARTMENT OF HEALTH SERVICES**Division of Quality AssuranceF-03129 (02/2023) | **STATE OF WISCONSIN**Page 1 of 2 |
| **ADULT DAY CARE CENTER** **STAFF RECORD REVIEW** |
| Name – Staff/Caregiver/Volunteer (indicate if volunteer is also included in staffing ratio)      | Title      | SOD ID Letter      |
| Date/Time of Review      | Surveyor Number      | Date of Hire      | Role in Agency      |
| **TAG** | **DHS** | **REGULATION** | **YES** | **NO** | **N/A** |
| **CAREGIVER RECORD – BACKGROUND CHECK** |
| E 164 | 105.14(3)(d)1. | ADCC must obtain background check pursuant to [s. 50.065](https://docs.legis.wisconsin.gov/statutes/statutes/50/i/065) and ch. [DHS 12](https://docs.legis.wisconsin.gov/code/admin_code/dhs/001/12) for any person who is, or expected to be an employee or contractor of the ADCC  |  |  |  |
| Z-0024 | 50.065(on hire and every 4 years) | BID: Yes for completed, No for issues…explainDoes it disclose an offense (conviction or governmental findings) needing follow-up? Out of state in the past 3 years prior to hire? Did entity follow up as needed? |  |  |  |
| Z-0005 | 50.065(on hire and every 4 years) | DOJ: Yes for completed, No for issues…explainDoes it show ‘no criminal history found’ or a criminal report or a criminal report transcript with entity decision? |  |  |  |
| Z-0005 | 50.065(on hire and every 4 years) | IBIS: Yes for completed, No for issues…explainLook for DHS letterhead. Check the individual’s status and entity’s action |  |  |  |
| **CAREGIVER RECORD – ORIENTATION** (prior to performing job duties) |
| E 163 | 105.14(3)c. | Caregiver must be at least 16 years old and have skills/education/experience |  |  |  |
| E 168 | 105.14(3)(e)(1)a-d | Employee records; a separate record for each employee shall be maintained and kept current. |  |  |  |
| E 170 | 105.14(4)a. | Orientation to job responsibilities, ADCC and its policies, emergency and evacuation procedures, participant rights and prevention and reportion allegations of abuse/neglect/misappropriation of patient property |  |  |  |
| **CAREGIVER RECORD – TRAINING** (Within 90 days of employment) |
| E 171 | 105.14(4)(b)(1)a. | Meets physical, social, and mental health of needs of each patient group. Includes as applicable, activities, safety risks, managing and responding to challenging behaviors, environmental considerations, disease processes, communication skills and nutritional needs. |  |  |  |
| E 171 | 105.14(4)(b)(1)b. | Recognizing and responding to changes in condition including first-aid |  |  |  |
| E 171 | 105.14(4)(b)(1)c. | Use of a fire extinguisher |  |  |  |
| E 172 | 105.14(4)(b)(2)a. | Personal care training for all caregivers who provide assistance with activities of daily living appropriate to the care and services provided.  |  |  |  |
| E 172 | 105.14(4)(b)(2)b. | Standard precaution training for all caregivers who may be exposed to blood, bloody fluids, or other moist body substances. |  |  |  |
| E 172 | 105.14(4)(b)(2)c. | Medication administration and management training for all caregivers who manage, administer, or assist participants with prescribed or over-the-counter medications. |  |  |  |
| **CAREGIVER RECORD – CONTINUTING EDUCATION** (director and every caregiver receives at least 10 hours per year of continuing education relevant to job responsibilities, at minimum containing:) |
| E 174 | 105.14(4)(d)1. | Standard precautions |  |  |  |
| E 174 | 105.14(4)(d)2. | Participant rights |  |  |  |
| E 174 | 105.14(4)(d)3. | Prevention and reportion of abuse, neglect and misappropriation |  |  |  |
| E 174 | 105.14(4)(d)4. | Emergency and evacuation procedures |  |  |  |
| **CAREGIVER RECORD – OPERATOR QUALIFICATIONS** (owner/operator whose certificationis granted and is legally responsible) |
| E 147 | 105.14(3)(a)1. | An operator must be at least 21 years old  |  |  |  |
| E 148 | 105.14(3)(a)2.a. | Operator ensures the ADCC complies with all laws governing the ADCC. |  |  |  |
| **TAG** | **DHS** | **REGULATION** | **YES** | **NO** | **N/A** |
| **CAREGIVER RECORD – PROGRAM DIRECTOR QUALIFICATIONS** (must be at least 21 years old and have capacity to respond to needs of each patient and manage day to day operations of the ADCC) |
| E 158 | 105.14(3)(b)(1)a. | An associate’s degree or higher from an accredited college in a health care field. |  |  |  |
| E 158 | 105.14(3)(b)(1)b. | At least 2 years’ experience working in a health care related field which served a population similar to the participant group at the ADCC. |  |  |  |
| **CAREGIVER RECORD – QUALIFIED CAREGIVER DESIGNATED IN CHARGE IN PROGRAM DIRECTOR ABSENCE** |
| E 162 | 105.14(3)(b)4. | Must be a qualified caregiver who must be at least 18 years old |  |  |  |
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| **TAG** | **COMMENTS** |
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