PIEDMONT BEHAVIORAL HEALTHCARE
LME ON-SITE PERSONNEL MONITORING

Location:	**Review Date:**	PAGE 1
Facility Description/Service:	**Reviewer:**	

Reference:	**Review Item**	**Staff:**				**Staff:**				**Staff:**		
		Met	**Not Met**	**NA**		**Met**	**Not Met**	**NA**		**Met**	**Not Met**	**NA**
	Application for employment is present											
	Documentation present applicant discloses any criminal convictions which may impact employment											
	Job description in file containing: minimum level of education, competency, work experience and other appropriate qualifications for the position.											
	Employee meets minimum levels as specified in job description, review diplomas, degrees, license.											
	Job description specifies actual duties and responsibilities of the position											
	Job description is signed by employee and supervisor											
	File contains references for employment minimum=1 contract=3 and should be according to agency policy											
	Driver's license check is completed prior to working											
	Copy of driver's license is maintained											
	Local, State & National Criminal check is present and obtained prior to person working with clients											
	Crimial check is updated per policy											
	Health Care Registry Check is obtained prior to person working with clients-no findings present											
	Health Care Registry Check is updated per policy											
	Staff are qualified to provide services according to state laws/standards with any applicable privileging for Medicaid services and include: a. Copy of credential verification											
	b. Copy of agency privileging form											
	c. Copies of supervision contract (if applicable)											
	d. Copies of supervision documentation (if applicable)											
	Qualified Professionals meet requirements per standards											
	Associate Professionals meet requirements per standards and are supervised by a QP per contract requirements.											
	Paraprofessionals meet requirements per standards and are supervised by a Professional per contract requirements.											

PIEDMONT BEHAVIORAL HEALTHCARE
LME ON-SITE PERSONNEL MONITORING

Location:	**Review Date:**	PAGE 2
Facility Description/Service:	**Reviewer:**	

Reference:	**Review Item**	**Staff:**			**Staff:**			**Staff:**		
		Met	**Not Met**	**NA**	**Met**	**Not Met**	**NA**	**Met**	**Not Met**	**NA**
	Supervisory Personnel have experience and training in supervision of staff									
	Director of facility has education, training and experience related to the management and operation of a similar type of facility									
	Employee has received training on: Organizational orientation									
	Client rights									
	Medication administration or assisting in self medication administration									
	Other specific population served									
	Diagnosis information on specific populations served									
	Infectious/Communicable diseases									
	BBP									
	1st Aid									
	CPR									
	Seizure Management									
	Heimlich Maneuver									
	Cultural Diversity / Awareness									
	Client Plan of Care annually									
	Client specific goals									
	Client Plan of Care addendums									
	Emergency Procedures (crisis, fire, evacuation, natural disasters)									
	Confidentiality									
	Each employee has a confidentiality statement in their file									
	Employee confidentiality statements contain: date, signature and title of employee; name of facility; statement of understanding; agreement to hold information confidential; acknowledgement of civil penalties and disciplinary action for improper release/disclosure.									

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		Met	**Not Met**	**NA**		**Met**	**Not Met**	**NA**		**Met**	**Not Met**	**NA**
	Training by an approved, certified instructor on state approved alternatives to restrictive interventions prior to being alone with clients											
	Training by an approved, certified instructor is completed annually											
	Training by an approved, certified instructor on state approved restrictive interventions prior to being alone with clients											
	Training by an approved, certified instructor is completed annually											
	Documentation of continuing education from external sources											
	Documentation of attendance at staff meetings											
	Annual employee evaluations are maintained in the record and provide feedback on job skills, strengths and needs											
	Medical statements, physicals and TB tests and any other infectious disease testing required per agency policy and procedure											
Wage an Hour	If employee remains overnight at a facility there is a sleep time agreement in place											

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LME ON-SITE PERSONNEL MONITORING

TOTAL SCORES FOR PERSONNEL REVIEW

Staff:			**Staff:**			**Staff:**		
Met	Not Met	NA	Met	Not Met	NA	Met	Not Met	NA
0	0	0	0	0	0	0	0	0

TOTAL SCORES FOR PERSONNEL REVIEW

Possible Scores:	0
# N/A	0
True Number Scored	0
# Met	0
# Not Met	0
% Met	#DIV/0!
% Not Met	#DIV/0!

GENERAL COMMENTS