Personnel File Review

Review Period: Jan - March 2010

Eastern Service Area

Contractor: KVC Behavioral Healthcare Nebraska

Total Number of Reviews: 19

Background Checks	# Yes	# Applicable	% Achieved
1 National	16	19	84.21%
2 Out of State	1	5	20.00%
3 In State	16	19	84.21%
4 Local	16	19	84.21%
5 Internet Search	19	19	100.00%
6 Ongoing Background Checks	NA	NA	NA
7 Exceptions	2	8	25.00%
8 Record Maintenance	15	17	88.24%
Transportation	**# Yes**	**# Applicable**	**% Achieved**
9 Driver's License	19	19	100.00%
10 Auto/Medical Insurance	15	19	78.95%
11 SE	18	19	94.74%
12 Limitations	16	17	94.12%
13 Defensive Driving Course	9	19	47.37%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	13	19	68.42%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	NA	NA	NA
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	19	19	100.00%
17 Education - Home Study Staff	1	1	100.00%
18 Education - Service Coordinator	13	14	92.86%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	4	19	21.05%
20 ALL STAFF - Ongoing Training	5	6	83.33%
21 MULTI ETHNIC PLACEMENT	5	15	33.33%
22 ICWA	15	15	100.00%
23 CFS Pre Service Training	9	14	64.29%
24 Ongoing Training - SC/Sup	2	3	66.67%