Personnel File Review

Review Period: July - September 2010

Eastern Service Area

Total Number of Reviews: 30

Contractor: KVC & NFC Combined

Background Checks	# Yes	# Applicable	% Achieved
1 National	23	28	82.14%
2 Out of State	4	10	40.00%
3 In State	22	30	73.33%
4 Local	24	30	80.00%
5 Internet Search	30	30	100.00%
6 Ongoing Background Checks	4	4	100.00%
7 Exceptions	1	4	25.00%
8 Record Maintenance	27	30	90.00%
8a Work Eligibility Status: E-VERIFY	30	30	100.00%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	NA	NA	NA
Transportation	**# Yes**	**# Applicable**	**% Achieved**
9 Driver's License	30	30	100.00%
10 Auto/Medical Insurance	26	30	86.67%
11 Points Assessed	30	30	100.00%
12 Limitations	30	30	100.00%
13 Defensive Driving Course	23	30	76.67%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	25	30	83.33%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	14	16	87.50%
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	30	30	100.00%
17 Education - Home Study Staff	16	16	100.00%
18 Education - Service Coordinator	25	25	100.00%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	12	30	40.00%
20 ALL STAFF - Ongoing Training	11	16	68.75%
21 MULTI ETHNIC PLACEMENT	15	27	55.56%
22 ICWA	20	27	74.07%
23 CFS Pre Service Training	24	24	100.00%
24 Ongoing Training - SC/Sup	3	3	100.00%