Contractor Personnel File Review

4th Quarter

Review Period: October - December 2010

NUMBER OF REVIEWS COMPLETED:

Statewide	172
SESA - KVC Behavioral Healthcare Nebraska	47
ESA-Overall	125
ESA-KVC Behavioral Healthcare Nebraska	15
ESA-Nebraska Families Collaborative	110

Note: There were no contractor personnel file reviews in WSA, NSA & CSA during this period.

SUMMARY OF STATEWIDE RESULTS:

Strengths (Areas with the highest achieved percentage):

100% The contractor used the Systematic Alien Verification for Entitlement Program when applicable.

99% The contractor ensures that drug tests are conducted with all applicable staff.

99% The contractor ensures that all staff providing transportation have no more than 6 points assessed on their driver's license.

99% The contractor uses the federal immigration system known as E-Verify or equivalent federal program to determine the staff's working eligible status.

98% The contractor ensures that all staff providing transportation have no limitations that will interfere with safe driving.

98% The contractor ensures that a Google Search or other appropriate internet search has been completed.

Areas Needing Improvement (Areas with the lowest achieved percentage):

30% The contractor ensures that applicable persons are trained upon hiring and annually on Multi-Ethnic Placement/Inter-Ethnic Adoption Provisions.

45% The contractor does not allow an individual with an identified background check record to have contact with children, youth and families without an exception from the Service Area Administrator.

47% The contractor ensures that applicable persons are trained upon hiring and annually on requirements of the Indian Child Welfare Act (ICWA).

49% The contractor conducts out of state background checks.

50% The contractor ensures that the Service Coordinator and Service Coordinator Supervisor have a minimum of 24 hours of ongoing training per calendar year.

50% The contractor ensures that individuals who conduct foster/adoptive home studies or approval studies have a current resume showing education and experience.

Contractor Personnel File Review

Review Period: October - December 2010

Statewide

Total Number of Reviews: 172

SESA(47); ESA(125)
KVC (62); NFC (110)

Note: There were no contractor personnel file reviews in WSA, NSA & CSA during this period.

Background Checks	# Yes	# Applicable	% Achieved
1 National	98	142	69.01%
2 Out of State	30	61	49.18%
3 In State	136	169	80.47%
4 Local	135	169	79.88%
5 Internet Search	164	168	97.62%
6 Ongoing Background Checks	62	70	88.57%
7 Exceptions	9	20	45.00%
8 Record Maintenance	125	170	73.53%
8a Work Eligibility Status: E-VERIFY	78	79	98.73%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	1	1	100.00%
Transportation	**# Yes**	**# Applicable**	**% Achieved**
9 Driver's License	153	158	96.84%
10 Auto/Medical Insurance	142	154	92.21%
11 Points Assessed	158	159	99.37%
12 Limitations	155	158	98.10%
13 Defensive Driving Course	126	156	80.77%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	156	158	98.73%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	14	18	77.78%
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	155	172	90.12%
17 Education - Home Study Staff	8	16	50.00%
18 Education - Service Coordinator	23	26	88.46%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	112	170	65.88%
20 ALL STAFF - Ongoing Training	69	71	97.18%
21 MULTI ETHNIC PLACEMENT	14	47	29.79%
22 ICWA	22	47	46.81%
23 CFS Pre Service Training	17	22	77.27%
24 Ongoing Training - SC/Sup	1	2	50.00%

Contractor Personnel File Review

Review Period: October - December 2010

Southeast Service Area

Total Number of Reviews: 47

Contractor: KVC Behavioral Healthcare Nebraska

Background Checks	# Yes	# Applicable	% Achieved
1 National	12	17	70.59%
2 Out of State	1	13	7.69%
3 In State	37	44	84.09%
4 Local	39	45	86.67%
5 Internet Search	44	44	100.00%
6 Ongoing Background Checks	NA	NA	NA
7 Exceptions	5	12	41.67%
8 Record Maintenance	33	45	73.33%
8a Work Eligibility Status: E-VERIFY	46	47	97.87%
8b. Work Eligibility Status: US Citizenship Attestation Form	NA	NA	NA
8c. Work Eligibility Status: SAVE Program	1	1	100.00%
Transportation	**# Yes**	**# Applicable**	**% Achieved**
9 Driver's License	42	45	93.33%
10 Auto/Medical Insurance	38	44	86.36%
11 Points Assessed	45	45	100.00%
12 Limitations	45	45	100.00%
13 Defensive Driving Course	20	44	45.45%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	40	42	95.24%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	3	6	NA
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	32	47	68.09%
17 Education - Home Study Staff	0	6	0.00%
18 Education - Service Coordinator	11	13	84.62%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	2	45	4.44%
20 ALL STAFF - Ongoing Training	NA	NA	NA
21 MULTI ETHNIC PLACEMENT	5	30	16.67%
22 ICWA	11	30	36.67%
23 CFS Pre Service Training	5	10	50.00%
24 Ongoing Training - SC/Sup	NA	NA	NA

Contractor Personnel File Review

Review Period: October - December 2010

Eastern Service Area

Total Number of Reviews: 125

Contractor: KVC & NFC Combined

Background Checks	# Yes	# Applicable	% Achieved
1 National	86	125	68.80%
2 Out of State	29	48	60.42%
3 In State	99	125	79.20%
4 Local	96	124	77.42%
5 Internet Search	120	124	96.77%
6 Ongoing Background Checks	62	70	88.57%
7 Exceptions	4	8	50.00%
8 Record Maintenance	92	125	73.60%
8a Work Eligibility Status: E-VERIFY	32	32	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	111	113	98.23%
10 Auto/Medical Insurance	104	110	94.55%
11 Points Assessed	113	114	99.12%
12 Limitations	110	113	97.35%
13 Defensive Driving Course	106	112	94.64%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	116	116	100.00%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	11	12	91.67%
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	123	125	98.40%
17 Education - Home Study Staff	8	10	80.00%
18 Education - Service Coordinator	12	13	92.31%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	110	125	88.00%
20 ALL STAFF - Ongoing Training	69	71	97.18%
21 MULTI ETHNIC PLACEMENT	9	17	52.94%
22 ICWA	11	17	64.71%
23 CFS Pre Service Training	12	12	100.00%
24 Ongoing Training - SC/Sup	1	2	50.00%

Contractor Personnel File Review

Review Period: October - December 2010

Eastern Service Area

Total Number of Reviews: 15

Contractor: KVC Behavioral Healthcare Nebraska

Background Checks	# Yes	# Applicable	% Achieved
1 National	8	15	53.33%
2 Out of State	3	10	30.00%
3 In State	9	15	60.00%
4 Local	10	15	66.67%
5 Internet Search	15	15	100.00%
6 Ongoing Background Checks	2	2	100.00%
7 Exceptions	1	3	33.33%
8 Record Maintenance	11	15	73.33%
8a Work Eligibility Status: E-VERIFY	15	15	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	14	15	93.33%
10 Auto/Medical Insurance	12	15	80.00%
11 Points Assessed	14	15	93.33%
12 Limitations	13	15	86.67%
13 Defensive Driving Course	9	15	60.00%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	15	15	100.00%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	1	2	50.00%
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	14	15	93.33%
17 Education - Home Study Staff	2	2	100.00%
18 Education - Service Coordinator	4	5	80.00%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	3	15	20.00%
20 ALL STAFF - Ongoing Training	0	1	0.00%
21 MULTI ETHNIC PLACEMENT	1	9	11.11%
22 ICWA	3	9	33.33%
23 CFS Pre Service Training	4	4	100.00%
24 Ongoing Training - SC/Sup	1	1	100.00%

Contractor Personnel File Review

Review Period: October - December 2010

Eastern Service Area

Total Number of Reviews: 110

Contractor: Nebraska Families Collaborative (NFC)

Note: 8 NFC, 79 Boys Town, 5 Nebraska Family Support Network, and 18 Omaha Home for Boys

Background Checks	# Yes	# Applicable	% Achieved
1 National	78	110	70.91%
2 Out of State	26	38	68.42%
3 In State	90	110	81.82%
4 Local	86	109	78.90%
5 Internet Search	105	109	96.33%
6 Ongoing Background Checks	60	68	88.24%
7 Exceptions	3	5	60.00%
8 Record Maintenance	81	110	73.64%
8a Work Eligibility Status: E-VERIFY	17	17	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	97	98	98.98%
10 Auto/Medical Insurance	92	95	96.84%
11 Points Assessed	99	99	100.00%
12 Limitations	97	98	98.98%
13 Defensive Driving Course	97	97	100.00%
Drug Screening	**# Yes**	**# Applicable**	**% Achieved**
14 Drug Tests	101	101	100.00%
References	**# Yes**	**# Applicable**	**% Achieved**
15 References - Home Study Staff	10	10	100.00%
Education	**# Yes**	**# Applicable**	**% Achieved**
16 Education - ALL Employees	109	110	99.09%
17 Education - Home Study Staff	8	8	100.00%
18 Education - Service Coordinator	8	8	100.00%
Training	**# Yes**	**# Applicable**	**% Achieved**
19 ALL STAFF - Initial Training	107	110	97.27%
20 ALL STAFF - Ongoing Training	69	70	98.57%
21 MULTI ETHNIC PLACEMENT	8	8	100.00%
22 ICWA	8	8	100.00%
23 CFS Pre Service Training	8	8	100.00%
24 Ongoing Training - SC/Sup	0	1	0.00%