# Personnel File Review
# 5th Quarter
Review Period: January - March 2011

## NUMBER OF REVIEWS COMPLETED:

| | |
|---|---|
| All Contractors combined | 142 |
| SESA - KVC Behavioral Healthcare Nebraska | 50 |
| ESA-Overall | 92 |
| ESA-KVC Behavioral Healthcare Nebraska | 16 |
| ESA-Nebraska Families Collaborative | 76 |

## SUMMARY - ALL CONTRACTOR RESULTS:

**Strengths (Areas with the highest achieved percentage):**

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

100% The contractor uses the federal immigration system known as E-Verify or equivalent federal program to determine the staff's working eligible status.

100% The contractor conducts ALL ongoing background checks on all employees every 2 years.

100% The contractor ensures that all staff providing transportation have a valid driver's license.

100% The contractor ensures that individuals who conduct foster/adoptive home studies or approval studies have a current resume showing education and experience.

100% The contractor ensures that the Service Coordinator and Service Coordinator Supervisor have a minimum of a Bachelor's Degree.

100% The contractor provides ONGOING training to staff on all required topics.

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

45% The contractor ensures that applicable persons are trained upon hiring and annually on Multi-Ethnic Placement/Inter-Ethnic Adoption Provisions.

47% The contractor conducts out of state background checks.

54% 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.

64% The contractor provides initial training to staff on all required topics.

66% The contractor ensures that applicable persons are trained upon hiring and annually on requirements of the Indian Child Welfare Act (ICWA).

# Personnel File Review

Review Period: January - March 2011

## All Contractor Results Combined

**Total Number of Reviews: 142**

**SESA(50); ESA(92)**
**KVC (66); NFC (76)**

| Background Checks | # Yes | # Applicable | % Achieved |
|---|---|---|---|
| 1 National | 111 | 138 | 80.43% |
| 2 Out of State | 20 | 43 | 46.51% |
| 3 In State | 117 | 142 | 82.39% |
| 4 Local | 131 | 142 | 92.25% |
| 5 Internet Search | 141 | 142 | 99.30% |
| 6 Ongoing Background Checks | 22 | 22 | 100.00% |
| 7 Exceptions | 14 | 26 | 53.85% |
| 8 Record Maintenance | 119 | 138 | 86.23% |
| 8a Work Eligibility Status: E-VERIFY | 99 | 99 | 100.00% |
| 8b. Work Eligibility Status: US Citizenship Attestation Form | 1 | 1 | 100.00% |
| 8c. Work Eligibility Status: SAVE Program | 1 | 1 | 100.00% |
| **Transportation** | **# Yes** | **# Applicable** | **% Achieved** |
| 9 Driver's License | 126 | 126 | 100.00% |
| 10 Auto/Medical Insurance | 104 | 112 | 92.86% |
| 11 Points Assessed | 125 | 127 | 98.43% |
| 12 Limitations | 126 | 127 | 99.21% |
| 13 Defensive Driving Course | 103 | 128 | 80.47% |
| **Drug Screening** | **# Yes** | **# Applicable** | **% Achieved** |
| 14 Drug Tests | 117 | 128 | 91.41% |
| **References** | **# Yes** | **# Applicable** | **% Achieved** |
| 15 References - Home Study Staff | 22 | 23 | 95.65% |
| **Education** | **# Yes** | **# Applicable** | **% Achieved** |
| 16 Education - ALL Employees | 105 | 142 | 73.94% |
| 17 Education - Home Study Staff | 18 | 18 | 100.00% |
| 18 Education - Service Coordinator | 67 | 67 | 100.00% |
| **Training** | **# Yes** | **# Applicable** | **% Achieved** |
| 19 ALL STAFF - Initial Training | 91 | 142 | 64.08% |
| 20 ALL STAFF - Ongoing Training | 22 | 22 | 100.00% |
| 21 MULTI ETHNIC PLACEMENT | 37 | 83 | 44.58% |
| 22 ICWA | 53 | 80 | 66.25% |
| 23 CFS Pre Service Training | 62 | 68 | 91.18% |
| 24 Ongoing Training - SC/Sup | 6 | 7 | 85.71% |

# Personnel File Review

Review Period: January - March 2011

## Southeast Service Area

**Total Number of Reviews:** 50

Contractor: KVC Behavioral Healthcare Nebraska

| Background Checks | # Yes | # Applicable | % Achieved |
|---|---|---|---|
| 1 National | 29 | 46 | 63.04% |
| 2 Out of State | 1 | 13 | 7.69% |
| 3 In State | 35 | 50 | 70.00% |
| 4 Local | 40 | 50 | 80.00% |
| 5 Internet Search | 50 | 50 | 100.00% |
| 6 Ongoing Background Checks | 1 | 1 | 100.00% |
| 7 Exceptions | 7 | 15 | 46.67% |
| 8 Record Maintenance | 37 | 48 | 77.08% |
| 8a Work Eligibility Status: E-VERIFY | 49 | 49 | 100.00% |
| 8b. Work Eligibility Status: US Citizenship Attestation Form | 1 | 1 | NA |
| 8c. Work Eligibility Status: SAVE Program | 1 | 1 | 100.00% |
| **Transportation** | **# Yes** | **# Applicable** | **% Achieved** |
| 9 Driver's License | 49 | 49 | 100.00% |
| 10 Auto/Medical Insurance | 43 | 49 | 87.76% |
| 11 Points Assessed | 49 | 50 | 98.00% |
| 12 Limitations | 50 | 50 | 100.00% |
| 13 Defensive Driving Course | 39 | 50 | 78.00% |
| **Drug Screening** | **# Yes** | **# Applicable** | **% Achieved** |
| 14 Drug Tests | 41 | 50 | 82.00% |
| **References** | **# Yes** | **# Applicable** | **% Achieved** |
| 15 References - Home Study Staff | NA | NA | NA |
| **Education** | **# Yes** | **# Applicable** | **% Achieved** |
| 16 Education - ALL Employees | 14 | 50 | 28.00% |
| 17 Education - Home Study Staff | NA | NA | #VALUE! |
| 18 Education - Service Coordinator | 50 | 50 | 100.00% |
| **Training** | **# Yes** | **# Applicable** | **% Achieved** |
| 19 ALL STAFF - Initial Training | 4 | 50 | 8.00% |
| 20 ALL STAFF - Ongoing Training | NA | NA | NA |
| 21 MULTI ETHNIC PLACEMENT | 10 | 50 | 20.00% |
| 22 ICWA | 27 | 50 | 54.00% |
| 23 CFS Pre Service Training | 46 | 50 | 92.00% |
| 24 Ongoing Training - SC/Sup | NA | NA | NA |

# Personnel File Review

Review Period: January - March 2011

## Eastern Service Area

**Total Number of Reviews:** 92

Contractor: KVC & NFC Combined

| Background Checks | # Yes | # Applicable | % Achieved |
|---|---|---|---|
| 1 National | 82 | 92 | 89.13% |
| 2 Out of State | 19 | 30 | 63.33% |
| 3 In State | 82 | 92 | 89.13% |
| 4 Local | 91 | 92 | 98.91% |
| 5 Internet Search | 91 | 92 | 98.91% |
| 6 Ongoing Background Checks | 21 | 21 | 100.00% |
| 7 Exceptions | 7 | 11 | 63.64% |
| 8 Record Maintenance | 82 | 90 | 91.11% |
| 8a Work Eligibility Status: E-VERIFY | 50 | 50 | 100.00% |
| 8b. Work Eligibility Status: US Citizenship Attestation Form | 0 | 0 | NA |
| 8c. Work Eligibility Status: SAVE Program | 0 | 0 | NA |
| **Transportation** | **# Yes** | **# Applicable** | **% Achieved** |
| 9 Driver's License | 77 | 77 | 100.00% |
| 10 Auto/Medical Insurance | 61 | 63 | 96.83% |
| 11 Points Assessed | 76 | 77 | 98.70% |
| 12 Limitations | 76 | 77 | 98.70% |
| 13 Defensive Driving Course | 64 | 78 | 82.05% |
| **Drug Screening** | **# Yes** | **# Applicable** | **% Achieved** |
| 14 Drug Tests | 76 | 78 | 97.44% |
| **References** | **# Yes** | **# Applicable** | **% Achieved** |
| 15 References - Home Study Staff | 22 | 23 | 95.65% |
| **Education** | **# Yes** | **# Applicable** | **% Achieved** |
| 16 Education - ALL Employees | 91 | 92 | 98.91% |
| 17 Education - Home Study Staff | 18 | 18 | 100.00% |
| 18 Education - Service Coordinator | 17 | 17 | 100.00% |
| **Training** | **# Yes** | **# Applicable** | **% Achieved** |
| 19 ALL STAFF - Initial Training | 87 | 92 | 94.57% |
| 20 ALL STAFF - Ongoing Training | 22 | 22 | 100.00% |
| 21 MULTI ETHNIC PLACEMENT | 27 | 33 | 81.82% |
| 22 ICWA | 26 | 30 | 86.67% |
| 23 CFS Pre Service Training | 16 | 18 | 88.89% |
| 24 Ongoing Training - SC/Sup | 6 | 7 | 85.71% |

# Personnel File Review

Review Period: January - March 2011

## Eastern Service Area

**Total Number of Reviews:** 16

Contractor: KVC Behavioral Healthcare Nebraska

| Background Checks | # Yes | # Applicable | % Achieved |
|---|---|---|---|
| 1 National | 13 | 16 | 81.25% |
| 2 Out of State | 4 | 7 | 57.14% |
| 3 In State | 11 | 16 | 68.75% |
| 4 Local | 15 | 16 | 93.75% |
| 5 Internet Search | 15 | 16 | 93.75% |
| 6 Ongoing Background Checks | NA | NA | NA |
| 7 Exceptions | 1 | 4 | 25.00% |
| 8 Record Maintenance | 13 | 16 | 81.25% |
| 8a Work Eligibility Status: E-VERIFY | 16 | 16 | 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 | 16 | 16 | 100.00% |
| 10 Auto/Medical Insurance | 14 | 16 | 87.50% |
| 11 Points Assessed | 15 | 16 | 93.75% |
| 12 Limitations | 16 | 16 | 100.00% |
| 13 Defensive Driving Course | 14 | 16 | 87.50% |
| **Drug Screening** | **# Yes** | **# Applicable** | **% Achieved** |
| 14 Drug Tests | 15 | 16 | 93.75% |
| **References** | **# Yes** | **# Applicable** | **% Achieved** |
| 15 References - Home Study Staff | 0 | 1 | 0.00% |
| **Education** | **# Yes** | **# Applicable** | **% Achieved** |
| 16 Education - ALL Employees | 15 | 16 | 93.75% |
| 17 Education - Home Study Staff | 1 | 1 | 100.00% |
| 18 Education - Service Coordinator | 8 | 8 | 100.00% |
| **Training** | **# Yes** | **# Applicable** | **% Achieved** |
| 19 ALL STAFF - Initial Training | 11 | 16 | 68.75% |
| 20 ALL STAFF - Ongoing Training | NA | NA | NA |
| 21 MULTI ETHNIC PLACEMENT | 12 | 15 | 80.00% |
| 22 ICWA | 11 | 12 | 91.67% |
| 23 CFS Pre Service Training | 7 | 9 | 77.78% |
| 24 Ongoing Training - SC/Sup | 3 | 4 | 75.00% |

# Personnel File Review

Review Period: January - March 2011

## Eastern Service Area

**Total Number of Reviews:** 76

Contractor: Nebraska Families Collaborative (NFC)

*Note: 9 NFC, 43 CSI and 24 Uta Halee*

| Background Checks | # Yes | # Applicable | % Achieved |
|---|---|---|---|
| 1 National | 69 | 76 | 90.79% |
| 2 Out of State | 15 | 23 | 65.22% |
| 3 In State | 71 | 76 | 93.42% |
| 4 Local | 76 | 76 | 100.00% |
| 5 Internet Search | 76 | 76 | 100.00% |
| 6 Ongoing Background Checks | 21 | 21 | 100.00% |
| 7 Exceptions | 6 | 7 | 85.71% |
| 8 Record Maintenance | 69 | 74 | 93.24% |
| 8a Work Eligibility Status: E-VERIFY | 34 | 34 | 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 | 61 | 61 | 100.00% |
| 10 Auto/Medical Insurance | 47 | 47 | 100.00% |
| 11 Points Assessed | 61 | 61 | 100.00% |
| 12 Limitations | 60 | 61 | 98.36% |
| 13 Defensive Driving Course | 50 | 62 | 80.65% |
| **Drug Screening** | **# Yes** | **# Applicable** | **% Achieved** |
| 14 Drug Tests | 61 | 62 | 98.39% |
| **References** | **# Yes** | **# Applicable** | **% Achieved** |
| 15 References - Home Study Staff | 22 | 22 | 100.00% |
| **Education** | **# Yes** | **# Applicable** | **% Achieved** |
| 16 Education - ALL Employees | 76 | 76 | 100.00% |
| 17 Education - Home Study Staff | 17 | 17 | 100.00% |
| 18 Education - Service Coordinator | 9 | 9 | 100.00% |
| **Training** | **# Yes** | **# Applicable** | **% Achieved** |
| 19 ALL STAFF - Initial Training | 76 | 76 | 100.00% |
| 20 ALL STAFF - Ongoing Training | 22 | 22 | 100.00% |
| 21 MULTI ETHNIC PLACEMENT | 15 | 18 | 83.33% |
| 22 ICWA | 15 | 18 | 83.33% |
| 23 CFS Pre Service Training | 9 | 9 | 100.00% |
| 24 Ongoing Training - SC/Sup | 3 | 3 | 100.00% |